

# Tina Lynn Hendricks

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## WORK EXPERIENCE

### **MEMORIAL HEALTH, Savannah, GA**

*Accounts Payable/Payroll Analyst, Mar 2012 – Apr 2017*

- Travel Administrator and primary resource for all staff using Concur Travel System. Registration, training, maintenance, audit and approval of travel and expenses. Daily reconciliation and upload to the general ledger. Monthly reconciliation for the travel and senior leadership American Express accounts and audit for policy compliance and accuracy.
- Utilize accounting software to record, store, and analyze information. Timely and accurate data entry for AP check requests. Distribution of AP vendor checks.
- General office duties such as processing mail, filing, daily deposits, customer support via telephone, email and direct contact at the office window.

### **BOLAND EYE CENTER, PC, Savannah, GA**

*Certified Medical Assistant, Sep 2008 – Mar 2012*

- Operate office equipment, such as voice mail messaging systems, and use word processing, spreadsheet, or other software applications to prepare reports, invoices, financial statements, letters, case histories, or medical records.
- Explain treatment procedures, medications, diets, or physicians' instructions to patients and schedule appointments, surgeries and specialty testing.
- Help physicians examine and treat patients, handing them instruments or materials or performing such tasks as giving injections or removing sutures. Record patients' medical history, vitals and test results. Authorize drug refills and provide prescription information to pharmacies.

### **GEORGIA EYE INSTITUTE, Savannah, GA**

*Administrative Medical Assistant, Feb 1995 – Aug 2008*

- Perform general office duties, such as ordering supplies, maintaining records management database systems, and performing basic bookkeeping work.
- Perform executive assistant duties such as correspondence, physician schedule for meetings, travel, surgery, and appointments. Performed accounting duties for five LLC's related to property and equipment for the Medical Director.
- Acted as Indigent Care Coordinator for all twenty-three physicians, conducted patient interviews and counseling for document preparation to patients seeking indigent and/or financial assistance.
- Assist physicians in performing ophthalmic procedures, including surgery.

## EDUCATION

### **Savannah Technical College, Savannah, GA**

*Medical Office Assisting*

## ADDITIONAL SKILLS

- Strong written and verbal communication skills as well as high organizational and prioritizing skills.
- Computer proficient in Microsoft Word, Excel, Outlook, Concur, Medical Manager, and Citrix Accounts Payable.
- Continuing Education Coursework: Accounts Receivable Management, Secretarial Seminar, How to Communicate with Diplomacy and Certified Ophthalmic Assisting.