

**LORI HARRELL**

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**SUMMARY**

To utilize the skills and knowledge I have gained through work experience in the medical field.

**QUALIFICATIONS**

Have worked in the Medical Field for several years, know all aspects for a busy medical office. And have the knowledge to perform all necessary duties.

**WORK EXPERIENCE**

2004- Present

*Front Office/Medical Insurance Assistant*

- Answer phone calls and schedule appointments.
- Verify insurance and obtain referrals when need.
- Check patients in/out.
- Enter patient information in computer.
- Maintain filing system.
- Fax/Mail patient records as per HIPPA protocol.
- All aspects of a busy medical office.

Dr. Michael Steinbook M.D.  
 Columbus, GA

1995-2004

*Administrative Assistant*

- Answer phones calls and schedule appointments.
- File claims and verify insurance/insurance follow up.
- Enter charges into the computer.
- Maintain filing system.
- Fax/Mail patient records as per HIPPA protocol.
- Schedule ultrasounds with hospital.
- Help nurse with patients in back.

Alabama Obstetrics, LLC  
 Phenix City, AL

1989-1995

*Admissions Clerk/Insurance Claims*

- Performed opening and closing duties for Admissions Office.
- Enter patients in the computer, and escort them to their room.
- Maintained constant contact with hospital staff and doctors.
- Filed insurance claims and collected payments/insurance follow up.

Phenix Regional/Columbus Regional Hospital  
 Phenix City, AL

1986-1989

*Dental Model/Construction/Delivery*

- Transported molds to dental lab to be processed.
- Used molds to produce bridges, crowns and other dental devices.
- Transported finished product back to dental office, for customer use.

Valley Ceramics Dental Lab  
 Columbus, GA

1984-1986

*Assistant Manager*

- Performed opening and closing duties.
- Maintained employee schedule.
- Performed interviews and completed new-hire paperwork.
- Handled customer complaints and problems.
- Maintained inventory and stock

Ormond Department Store  
 Columbus, GA

**EDUCATION**

1982 - 1983 Albany Vocational School  
*Business Office Management Classes*

Albany, GA

1981 - 1982 Albany Junior College  
*General Studies*

Albany, GA