

Caprice Walker

940 Thomas Avenue

Forest Park, IL 60130

708-602-0407

cwalker13757@esagelink.com

Objective

To obtain an entry to mid level position within the Mortuary Science field where my skills and experience can be utilized.

Education

- Worsham Mortuary College (2007-2008) **Graduated:** September 3, 2008/Diploma
- Triton College (2002-Present) Medical Office & Billing Procedures
- Molar School of Cosmetology (1995-1996)
- Professional Training Center (1991-1992)

Certifications

- Board Certified Nurses Assistant (1992)
- Licensed & Board Certified Cosmetologist (1996)
- Member National Funeral Directors & Morticians Association (2008)

Technical Skills

- Mysis healthcare system
- ICD-9 Coding & Billing
- Microsoft Word, PowerPoint, Excel, & Outlook

Qualifications

- Demonstrate extensive healthcare background
- Demonstrate excellent customer service skills
- Demonstrate knowledge of various computer database applications
- Demonstrate knowledge of Microsoft Suite programs
- Demonstrate strong knowledge of ICD-9 Coding & Billing procedures
- Demonstrate ability in performing embalming procedures

Employment

Midwest Palliative & Hospice Care Center, Glenview, IL (July 2004 - Current)

Position: Medical Records Specialist

Duties

- Receiving and processing medical records requests and subpoena's
- Receiving and generating Quality Assurance reports
- Performing chart auditing, thinning, and filing procedures
- Performing ICD-9 Coding & Billing procedures
- Performing any data processing procedures
- Assisting Chair Forms Committee

Villa Scalabrini Nursing & Rehab Center, Northlake, IL (June 2000-August 2003)

Position: Medical Records Clerk/Public Aid Coordinator

Duties

- Serving as the Quality Assurance Chairperson
- Performing chart auditing, thinning, and filing procedures
- Receiving and processing of PA applications
- Performing ICD-9 Coding & Billing procedures
- Performing any data processing procedures

Pavilion of Forest Park, Forest Park, IL (July 1999-June 2000)

Position: Medical Records Clerk

Duties

- Performing chart auditing, thinning, and filing procedures
- Performing ICD-9 Coding & Billing procedures
- Serving as meeting presenter

Fairhaven of Chicago Ridge, Chicago Ridge, IL (November 1998-July 1999)

Position: Central Supply Clerk

Duties

- Maintaining and ordering of nursing supplies as needed
- Distribution of hospital clinic supplies to units as needed

Metropolitan Nursing Center, Bridgeview, IL (February 1996-November 1998)

Position: Ward Clerk

Duties

- Performing general clerical duties
- Maintaining and stocking floors with medical supplies and any other duties as assigned

Organization Memberships

- American Society of Embalmers, student member
- Illinois Funeral Director Association, student member
- National Funeral Director Association, student member