

Debra McClinton
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Atlanta

Qualification Summary:

Analytical and detailed oriented. Possessing a Bachelor of Science degree. Interested in obtaining an entry level position. Reliable team player with a positive communication style, expressed with collaborating with classmates to complete school projects and challenges.

Core Skills:

- Qualified for Intermediate level Healthcare Management Position based on degree in Healthcare Management.
- Many years of professional healthcare clinical experience.
- Communication skills: Ability to work alongside co-workers to complete assigned activities.
- Leadership experience: Expressed in leading and motivating classmates.
- IT (Information Technology) skills: Competent IT, Including Micro Soft Word, Power Point, Share Point, and Data Entry.
- Superior people skills related to co-worker's and family, confidentiality, and communication problem solver in demanding situations.

Education:

Clayton State University, Morrow, GA.

Bachelor of Science in Healthcare Management Aug. 2016-Dec. 2019

Relevant Course Work:

Healthcare Information Technology, Healthcare Economics, Applied Human Resource Management in Healthcare Delivery, Healthcare Systems Total Quality Management, Ethical Issues in Healthcare, Legal Issues in Healthcare, and Healthcare Policy.

- **Experience:**

- July 2019-November 2019
- **Internship: Alzheimer's Association Georgia Chapter, Atlanta, GA.**
- **Help desk specialist**
- Replied to phone messages, emailed appropriate information to constituents.
- Input constituent information into Association database.
- Communicated with customers/constituents, employees, and other individuals to answer questions.

- May 2021- July 2021
- **Chris 180**
- **Care site Coordinator**
- Proficient NMI merchant payment system, Georgia Medicaid Management Information System (GAMMIS).
- Proficient with Medical records delivery to the courts and Social Security Administration by way of fax and encrypt email.

- Schedule client's appointments with psychiatrist.
 - Answer calls to a multi phone system with 3 rings and respond to voice messages with in 2 hours.
 - Update and verify patient information in Care Logic.
 - Liaison with utilization manager.
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- July 2021-Present
 - **Heritage Hospice**
 - **Administrator Assistance**
 - Receive and reply to 100 phone calls a day from families and staff.
 - Mail weekly Interdisciplinary Team Reports (IDT) to attending physician.
 - Prepare patient census for Interdisciplinary Team meeting.
 - Prepare and provide status change to the billing department.
 - Monitor and replenish office supplies.
 - Order equipment under the direction of the Primary Nurse or Home Care Coordinator.
 - Prepare blank charts and patients hand books.
 - Notify appropriate personnel of deaths (I.e., physician's, office, equipment company, etc.)
 - Maintain Bi-Monthly, Death Certificates, Pronouncements and tracking tools daily.

Project:

Jan. 2018- May 2018 Class Epidemiology

Title: Acquired Immunodeficiency Syndrome (AIDS) in African American Women Ages 18-50. Worked with a team of 6 classmates. Created charts, and graphs. Presented the quantitated results to 32 of our peers and professor. Recognize for teamwork ethics. Grade was "A."