



Contact:

Hope Haven Psychological
Resource, LLC

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billing@hopehpr.org

www.hopehavenpsych.org

Top Skills

Medical Billing

Client Billing

Credentialing

Languages

English

Certifications

Human Resource Management

Certified Professional Biller (CPB)

Tiffanie Heath

Professional Behavioral Health Biller

Indianapolis, Indiana, United States

Summary

Accurate, exhaustive and sedulously assiduous individual, offering exceptional communication, customer accommodation, and quandary solving skills to bring a remarkable vicissitude in the overall efficiency in the workplace.

Experience

Hope Haven Psychological Resource

Billing and Insurance Administrative Manager

July 2015 - Present (9 years 4 months)

Indianapolis, Indiana, United States

Manage Credentialing for insurance networks, practice- wide.

Review, Submit and Track practice claims; Submit and track Authorizations; Troubleshoot claims errors and billing concerns. Train clinical team members on billing and insurance compliances. Assist Practice Supervisor/Owner as needed.

Thorpe Energy Services

Administrative Assistant

November 2014 - July 2015 (9 months)

Greeting visitors, processing incoming and outgoing mail, answering the phones, assisting HR director, manage files, coordinate insurance claim projects

Community Alliance of the Far East Side

Program Assistant

October 2012 - November 2013 (1 year 2 months)

Assist with After-school programming, Pick-up students from school, assist with homework, facilitate group activities, provide support to students and their families as needed.

Education

University of Phoenix

Professional Certificate, Human Resources Management/Personnel
Administration, General · (2011 - 2012)

University of Phoenix

Master's Degree, Education · (2009 - 2011)

Indiana University-Purdue University at Indianapolis

Bachelor's Degree, General Studies · (2003 - 2009)