

Eleanor P Cartwright
250 Carrera Circle
Aptos, CA 95003 (831) 331-6368

QUALIFICATIONS

Years experience in the medical field; multiple office situations; extensive training and continuing education; management and supervisory experience in day to day operations of medical office practices; management and supervisory experience in centralized medical billing offices.

EDUCATION

Watsonville High School – H. S. Diploma
Cabrillo College – A.S. Degree – Medical Secretary Program

EMPLOYMENT HISTORY

Office Manager, Robert E. Crompton, M. D. – Managed day to day operations of specialist office

Patient Account Representative, Santa Cruz Medical Clinic –account representative specializing in Medi-Cal, Medi-Cruz, crossover accounts

Insurance Biller; Staff Coordinator – Elizabeth Baskerville, M. D. – patient account representative for all aspects of Pediatric office; position evolved into additional staffing duties

Patient Account Representative – Dominican Santa Cruz Hospital – follow-up account representative specializing in commercial insurance accounts

Collector, Supervisor of Collections and Customer Service – Doctors on Duty – accounts receivable collector in centralized billing office; position evolved into supervisor of collections for all Clinics and supervisor of customer service department in centralized billing office

Accounts Receivable Manager – Western Medical Associates – Managed day to day operations of centralized billing office

Office Manager – Accounts Receivable Coordinator – Capitola Pediatrics – managed day to day operations of pediatric practice – position evolved into specializing as accounts receivable office supervisor

Office Manager – Bay Eye Medical Group – managing day to day operations of full scope ophthalmology practice; two offices

Billing Department Supervisor Cancer Treatment & Prevention Center – supervision of Oncology billing department

Current position: Lead Billing Specialist – Pacific Eye Surgeons – supervisor of large Ophthalmology group billing department