

Lakeshia Brown

Franklinton, LA

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WORK EXPERIENCE

Document Imaging Tech II

Parallon Business Solutions - Covington, LA - April 2016 to Present

Ensures that all discharged records are received from the facilities for document imaging

Prepares medical record documents prior to scanning, according to policies and procedures which includes, but is not limited to

remove staples

repair tears

remove duplicate copies

remove electronically fed documents with no handwriting on them

appropriately placing leader sheets

placing like forms in reverse chronological order

Companion

Christwood Retirement Community - Covington, LA - August 2015 to Present

Responsibilities

bathing, laundry, assistance with getting dressed, assistance with using the restroom

Cleaning and other daily activities

Skills Used

I've also worked CNA shifts while employed here

Clerk

Winn Dixie Distribution Center - Hammond, LA - June 2013 to Present

Responsibilities

Photocopy documents, Maintain records and files , Perform routine data entry as needed, Answer telephone and convey messages, And perform other job related duties as assigned

Personal Care Aide

Care Inc - Hammond, LA - February 2012 to Present

Medication reminders, laundry, preparing meals and hygiene

Personal Care Aide

Mom 4 A Day - Franklinton, LA - July 2010 to Present

Preparing meals, medication reminders, laundry and other daily activities

Capture Center Specialist

CorVel - Baton Rouge, LA - May 2009 to February 2010

Sorting, Prepping and imaging of medical bills. Tracking of medical bills as they are processed through the Bill Review Dept. Return of completed EORs to customers Some data entry required. Light reception duties required.

EDUCATION

Certificate in Certified Nursing Assistant

Kenner Health Career Insititute - Kenner, LA
2015 to 2015

High school diploma in Basic studies

Franklinton High School - Franklinton, LA
2000 to 2004

SKILLS

Certified Nursing Assistant