

Alfreda Doonkeen

100%

Online Interview Profile

Alfreda Doonkeen

[edit](#)

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[Add Canada Address](#)

[+Add Professional / Social Website](#)

Career Summary

Years Experience: 15+ [edit](#) | [delete](#)

Roles: Medical Administrative Assistant, Executive Assistant, Admin Asst / Secretary, Front Desk Coordinator, Office/Admin Manager, Unit Coordinator, Proofreader, Office Assistant, Human Resources Assistant, HR Assistant, Executive Assistant - Senior, Credentialing Specialist (Medical), Business Mgr (Medical), Admin Asst / Secretary - Junior, Admin Asst - Junior (Medical), Admin Asst - Senior, Administrator (Medical), Scheduling Mgr/Supvr, Quality Assurance Specialist, Medical Recruiter, Office Manager - Medical, Data Entry Clerk, Customer Service Manager, Health Information Mgr, General Office Clerk, Customer Service Supervisor [edit](#) | [delete](#)

Industries: Travel Agencies, Research & Development, Education (Other), Healthcare & Social Asst, Oil & Gas (Field Svcs), Printing/Publishings, Marketing Consulting Svcs, Education (University), Retail (All Other), Advertising, Hospital/Medical Services, Bank (Savings & Loan), Financial Trans, Processing, Real Estate (Prop Mgmt), Real Estate (Other), Investment Companies, Oil & Gas (Explor & Prod), Brokerage, Bank (Savings), Gambling Industries, Restaurants, Entertainment, Food Processing, Paper Products Manufacturing, CA Firm - Business Management, CPA Firm (Business Mgmt), Legal Svcs, Non-Profit (Other), Trade Association, Government [edit](#) | [delete](#)

Professional Skills: Audit, Dental, Speedwriting / Transcription, Legal Terminology, Drafting, Home Health, Editing, Medical Claims, Cash Posting, Soft-Pay Collections, Self-Pay Collections, Switchboard Phones up to 10 Lines, Home Care, Training and Development, Patient Accounting, Dialysis / Renal Care, Benefits coordination, Estimating, Medicare, Workers Compensation, Medical Billing, Order Entry, Cardiology, Medical Abbreviations, Psychology, HMO, Medical Billing - UB92, Geriatric Medicine, JCAHO, EOB, DME, Medical Plurals, Authorizations, Report Generation, Micro Film, Gastroenterology, Dictation / Dictaphone, E-Mail, Medical Transcription/Records, New Employee Orientation, Scanning, Conduct Meetings, Employee Relations, Conference Room Setup and Cleanup, Medical Dictation, Prepare Presentations, FAX, Copying, Benefits Administration, Order Office Supplies, Grammar, Typing 45-60 WPM, Pricing, Medicaid, Medical Terminology, Compose Correspondence, Medical Collections, Proposals/RFPs, Records Maintenance, Medical Typing, Conference Call Coordination, Personnel File Maintenance, Expense Reports, Minute Taking, Accounts Payable, Government Contracts, Numeric over 10,000 kph, Behavioral Health, Customer Service, Scheduling Apt / Calendar Management, Memos, HIPAA Compliance-Patient Privacy Rule, Internet, Purchasing, Mail Processing, Basic Office Skills, Recruiting, Medical Spelling, Accounts Receivable, 10 - key accounting, Budgeting, Files, Sales, General Practice, Proof Reading, Coordinate Meetings, Blindery Printing Projects, Medical Records, OSHA, Encoding / Check Processing, Event Planning, Collating, Travel Arrangements, Quality Control, Shipping and Receiving, Alpha under 6,000 kph, General Ledger, Payroll - Under 100 Employees, Financial Statement Preparation, Telemarketing, Billing, Bank Reconciliations, Trial Balance [edit](#) | [delete](#)

Technical Skills MS/Access, MS Access, Macintosh, CAD/CAM, ADP - Financial Services, MS Project, Medic, Windows, MS Word, MS Publisher, MS Outlook, WordPerfect, Dbase, Filemaker Pro, MS Excel [edit](#) | [delete](#)

Work Experience [+ Add Experience](#)

Tribal Health Consultant at Seminole Nation of Oklahoma Health Advis [edit](#) | [delete](#)
 1/2006-1/2010

Chair monthly meetings, set agendas, minutes dissemination, coordinate

Administrative Assistant at Community Development - Oklahoma City In [edit](#) | [delete](#)
 1/2005-1/2006

Medical Administrative Assistant - Medical Director at Oklahoma City Indian Clin [edit](#) | [delete](#)

4/2004-9/2005
 Compensation: \$30,000.00 annually

Transcription for Medical Director, committee meeting memoranda, CEU Staff reminders, NPIN set-up for CMS providers and personal requests for travel, appointments, scheduling for medical staff (98 employees).

Administrative Assistant at Oklahoma City Indian Clinic edit | delete

1/2004-4/2005
 Compensation: \$30,000.00 annually

Committee for the clinic (AAAHC - 2004) . Managed and supervised Administration Office staff to include coverage for telephones at all times , clinic support deficiencies , medical staff support and arranged all appointments administration office an

Administrative Assistant at Oklahoma City Indian Clinic edit | delete

2/2002-3/2004
 Compensation: \$30.00 annually

Administrative Assistant Support - Medical Director , Oklahoma City Indian Clinic Maintained provider schedules to include temporary providers for scheduled and unscheduled provider absences . This includes all nursing staff , physician assistants , p

Board Secretary at Board of director edit | delete

9/2003- 1/2004
 Compensation: \$30,000.00 annually

Board of Director Secretary , implemented and completed policy manuals for all departments via department heads (with MSDS Manuals) . Coordinated appointments with Congressional Representatives through their Congressional liaisons . Extensive resear

Exec AdmIn Assistant at Oklahoma City Indian Clinic edit | delete

1/2002- 1/2003
 Compensation: \$30,000.00 annually

2002 - 2003 Executive Administrative Assistant - CEO and COO , Oklahoma City Indian Clinic

Executive Administrative Assistant- CEO and COO at Oklahoma City Indian Clinic edit | delete

1/2002- 1/2003

Administrative Assltant at Oklahoma City Indian Clinic edit | delete

1/2001- 1/2002
 Compensation: \$28,800.00 annually

2001 - 2002 Administrative Assistant to Human Resources Director - Oklahoma City Indian Clinic Audit / Update personnel files , created Volunteer Program / Policy , Orientation for employees , volunteers , interns , school - to-work program implemen

Administrative Assistant to Human Resources Director at Oklahoma City Indian Clinic edit | delete

1/2001- 1/2002

Consultant at Oklahoma City Indian Clinic edit | delete

3/2000- 1/2001
 Compensation: \$28,800.00 annually

2000 - 2001 Consultant , Administration Office / Human Resources / Clinic Board Secretary Coordinate all staff for attendance and participation of clinic accreditation attainment . Front office operations and supervisor among other assigned duties .

Secretary at Native American Ctr of Excellence/OUHSC edit | delete

2/1995- 6/1998
 Compensation: \$26,500.00 annually

1995 - 1998 University of Oklahoma Secretary , Native American Center of Excellence Consortium / OUHSC . Responsible for creating and implementing database for Native American students aspiring to the medical professions , to include mailing mater

Education

[+ Add Education](#)

Oklahoma City University edit | delete

Oklahoma City, Oklahoma
 USA
 Business

University of Central Oklahoma edit | delete

Edmond, Oklahoma
 USA
 Social Sciences

Harvard's JFK - Exec Leadership Certif.
Cambridge, Massachusetts
USA
Honours Degree, Management

edit | delete

University of Oklahoma
Okla. City, Oklahoma
USA
Management

edit | delete

Languages

+ Add | Edit Languages

Spanish Read-Write, Understand

Certifications

+ Add | Edit Certifications

[Add Certifications](#)

Desired Job Opportunity

Locations: Oklahoma City, OK

edit | delete

Employment Types: Full-Time

edit | delete

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2005-2010 Seminar

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