**Tammi Wynegar**

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281-705-3792

www.seabek.com

**Summary of Qualifications:**

Founder/CEO of Seabek Billing Solutions, certified MA with extensive healthcare experience in providing clinical support, Business Management degree in small business operation/marketing strategies.

**Experience:**

Seabek Billing Solutions 8/2016 - Present

Webster, TX

**Founder/CEO**

* 15 years of working directly within the healthcare field in all aspects of healthcare management with medical billing as the primary focus.
* Provide cost-effective solutions to achieve medical billing goals, simplify the billing process, and increase revenues.
* Up-to-date with the latest rules and regulations for HIPPA compliance.
* Consults with existing practices and start-up practices who are in need of management implementation.
* Progressively manage the complete revenue cycle.
* Transparently take the guesswork out of billing so practices receive the proper insurance reimbursement for services provided.
* Create and implement marketing strategies to grow business and increase productivity.

Winn & Associates Medical Billing 10/2013 – 5/2014

Pearland, TX

**Medical Billing Specialist**

* Used coding data provided by the coding company to produce and submit claims to insurance companies.
* Worked directly with the insurance companies, healthcare providers, and patients to get all claims processed and paid in a timely manner.
* Verified patients’ insurance coverage, worker’s compensation, motor-vehicle accident information to ensure proper billing.
* Answered patients’ billing questions concerning their bill.
* Protected patients' rights by maintaining confidentiality of patient information.

Clear Lake Specialties 11/2010-5/2012

Webster, TX

**Medical Assistant**

* Demonstrated proficiency in taking patient medical histories and vital signs, as well as in performing venipunctures, injections and various diagnostic procedures. (PFT, PT INR, EKG).
* Assisted physician with rounds at Clear Lake Hospital for patients under care.
* Handled all requests for Rx refills, upon approval from physician.
* Accurately verified medications and proper dosages, while also obtaining lab reports, CT’s, MRI’s and X-ray reports.
* Communicated with hospitals and sleep study labs to coordinate testing.
* Ensured the cleanliness, sanitation and maintenance of all facilities, exam rooms and equipment.
* Helped implement practice’s quality assurance and control program. Efforts ensured compliance with HIPAA, CLIA and OSHA regulations.

United Blood Services 1/2009-10/2010

McAllen, TX

**Donor Care Specialist**

* Interviewed donor through electronic system to check for donor eligibility.
* Obtained vital signs before and after collection.
* Collected/stored blood products while closely monitoring donor reactions.
* Responsible for donor-site set up, take down, inventory of all supplies needed for mobile travel, and equipment used while at the donor site.
* Learned and implemented proper techniques for phlebotomy, collection, and storage of specimens.

Proficio Services 6/2004-12/2008

Houston, TX

**Medical Assistant**

* Prepared charts by retrieving labs, CT’s, MRI’s, X-ray reports, etc.
* Verified patient demographic information was current and updated any necessary changes.
* Measured vital signs, such as pulse rate, temperature, blood pressure, weight and height.
* Administered injections, treatments, and performed routine laboratory tests.
* Greeted patients, scheduled appointments, and entered demographics on all new patients.
* Verified insurance benefits, obtained pre-authorizations, and handled all referrals in a timely matter.
* Submitted claims to insurance companies for timely payment of services rendered.

**Education:**

Alvin Community College - Expected Graduation Date: May 2017

Alvin, TX

**Associates of Applied Science, Business Management Degree**

Texas School of Business – 2003

Houston, TX

**Medical Assistant Certificate**