

# Alyvia Boniface

400 N Pebble Creek Terrace Apt 102  
Mustang, OK 73064  
(405)-978-5456  
alyviaparker19@gmail.com

## Skills

- Excellent time management skills
- Reliable communication skills
- Self-sufficient with minimal supervision
- Great team working skills
- Efficient organization skills
- Detail oriented
- Microsoft, Google Excel, Sheets, Powerpoint, etc.
- Thinkhealth System
- Therapy Appointment
- HealthAxis
- EPIC

## Experience

September 2022 - Present

### **Global Health**

**210 Park Avenue, Ste 2800 Oklahoma City, OK 73102**

#### Claims Administration

- Open and organize mail as needed for the day
- Work on daily emails and confidential paperwork
- Fold and mail out weekly checks to providers with denial letters, making sure always to meet the deadline for both
- Any new project that is assigned is done within a timely manner
- Help the other people in my department as much as possible with scans, mail, and more
- Log all needed confidential documentation
- Complete Safety, HIPAA, and company policy training yearly

August 2022 - February 2024

### **The Addison Group**

**9211 Lake Hefner Pkwy Suite 210, Oklahoma City, OK 73120**

#### Temporary Worker

- The Addison Group is a temporary work agency that has helped me be able to work for Global Health on a 3-month contract, which was then extended through February 2024.

May 2020 - August 2023

**Center for Positive Change**

**110 S 5th St Ste 200, Yukon, OK 73099**

**Administrative Assistant**

- Greet clients as they walk through the door and notify therapists as they arrive
- Keep track of copayments and past-due balances while also billing insurances and getting EAP payments
- Answer the phone in a timely matter and answer voicemails within 48 hours
- Maintain emails and fax lines to be clean and kept up
- Helping management meet CARF standards by taking extra responsibilities and being very self-sufficient
- Manage credentials for the therapists and facility for all insurance companies accepted
- Keep office inventory stocked and organized

## **Education**

August 2015-October 2018

**Mustang High School**

**801 S Snyder Dr, Mustang, OK 73064**

Early graduate October 2018

## Professional References

Nisha Parton, Office Manager

(405-)474-9041

Center for Positive Change

110 S 5th St Suite 200

Yukon, OK 73099

Patricia Shultz, Claims Department Manager

(405)-227-0715

patricia.schultz@globalhealth.com

Global Health

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Savannah Berry, Global Health Colleague

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Global Health

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