
JENNIFER KUPKO

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Profile

Key Accomplishments:

- Full-Time Mother to my Special Needs Child.
- Noted for having excellent communication and interpersonal skills.
- Able to relate and empathize with others, while keeping their best interests at heart.
- Completed on-the-job training on sensitivity with Parent to Parent of Pennsylvania.

Skills

- Strong communication and proficient in American Sign Language., interaction and relationship-building skills acquired through experience
- Volunteer work, and coaching activities.
- Federal & State Regulations. Public Records & Databases
- Gifted communicator with proven ability to interact and form lasting relationships with, and gain trust of, colleagues and clients at all levels.
- Strong computer skills and exposure to Microsoft Word, PowerPoint, Excel, Lotus.
- Strong prioritization, delegation and planning skills.

Professional Experience

Full-Time Mother York Haven, PA

2013 – Present

Full-Time Mothers are an essential part of the workforce, providing child care, cleaning, catering and organizational services to salaried workers. Job descriptions vary from workplace to workplace, but differ more in their complexity than basic qualifications and responsibilities.

Full-Time Mother

As a Full-Time Mother I have basic reading and math skills, a skilled baker and cook and proficient at removing stains.

- Patience is highly important as well, as children will test it.
- I am responsible for making sure the my special needs child is fed, cleaned, clothed and loved. I read to my child to ensure they gain literacy skills.
- In addition, I monitor my child's media consumption closely.

I ensure that my child has developmentally appropriate play things that are safe and stimulating. I have a variety of skills in order to have an obedient child and successfully maintain an orderly home. Hours are worked when my spouse is at work or on business trips, although unpaid overtime is frequently required. Weeks exceeding 80 hours are not unusual, especially during times of illness, holidays and family visits. The primary benefit of being a stay-at-home mom is the opportunity to raise my special needs child according to our values.

Wellspan Health York, PA

2006 – 2013

WellSpan Health is a nationally recognized integrated health system serving the communities of central Pennsylvania and northern Maryland.

Physician Billing Collector

- Performs various functions to complete and expedite the billing process including, but not limited to, recording patient identification data and physician diagnosis, investigating charges, correcting and updating data, preparing the claim to bill, and updating computer functions.
- Reviews accounts and maintains contact with third parties to ensure timely payments. Makes written and/or verbal inquiries to third party payers to reconcile patient accounts. Follows up accounts until zero balance or turned over for collection.
- Interprets and explains to patients and their families charges, services, and hospital policy regarding payment of bills. Resolves billing problems and/or receives insurance updates. Researches credit balance accounts. Refunds overpayments to patient, guarantor or third party payer.
- Maintains appropriate records, reports, and files as required. Maintains established policies and procedures, quality assessment, safety, environmental and infection control standards. Provides outstanding service to all customers; fosters teamwork; and practices fiscal responsibility through improvement and innovation.

Education

Central Pennsylvania College

2018

Associate Degree in Criminal Justice Administration