

Kenisha Davis

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SUMMARY

A dedicated and professional, detail-oriented individual with strong academic experience in the risk management and insurance field is seeking an Entry-level or Intern Position. Proven ability to handle complex financial analytics and consumer concerns.

EDUCATION

Georgia State University, Robinson College of Business

Atlanta, GA

Bachelor of Business Administration, Risk Management and Insurance

January 2022 - Present

Expected: December 2024 GPA: 3.52

Georgia State University-Perimeter College

Atlanta, GA

Associate of Science-Health Science

January 2020 - December 2021

GPA: 3.48

TECHNICAL SKILLS

- General Practice of Accounting
- High Level of proficiency in Microsoft Office: Office, Excel, PowerPoint
- Experience with business intelligence software
- Data management /Data query
- Independent research skills
- Team Building
- Epic Systems
- Organizational
- Detail-oriented

WORK EXPERIENCE

Federal Deposit Insurance Corporation

Atlanta, Georgia

Financial Institution Intern

June 2023- Present

- Review and reconcile consolidated reports of condition and income.
- Review accounts for overdrafts, prepaid expenses, and other miscellaneous assets.
- Assists in evaluating the adequacy of the insured depository institution procedures and internal routine controls.
- Assists in preparing information to thoroughly analyze an institution's earnings.
- Prepares drafts of schedules, exhibits, and comments for inclusion in the completed examination report.
- Participates in other phases of an examination as assigned.
- Reviewing liquidity, including the analysis of fluctuations in loans, securities, deposits, and borrowings

Children Healthcare of Atlanta

Atlanta, Georgia

Registration Associate- PRN

January 2022 – Present

- Communicates with patients, families, physicians, quality review, clinical staff, and insurance companies to obtain information and insurance verification to ensure quality patient care and payment of hospital accounts.
- Collaborates with the Appeals Department to overturn claims denials. Provides other registration, clerical, and billing support as enforced, e.g., scheduling, chart creation, and charge entry.
- Provides other registration, clerical, and billing support as required, including scheduling, chart creation, charge entry, scanning, and point-of-service collections.
- Interview patients and families to obtain complete and accurate demographic and financial information and ensure all necessary questionnaires and forms are completed according to pre-determined requirements by government or regulatory agencies.
- Enters data into the system for registration, billing, patient tracking, charge capture, and reconciliation quickly and efficiently to minimize patient wait times.

Piedmont Healthcare

Newnan, Ga

Patient Care Access Specialist III

April 2021 - January 2022

- Serves as front-line support for the Patient Access Department within Piedmont Healthcare
- Ensures patient accounts have valid insurance coverage and current demographic/clinical data.

- Calculates patient financial responsibility, presents financial options/requirements, and processes patient payments. Secures patient consent and acknowledgment on required forms/notices.

ScanSTAT Technologies

Sr. Release of Information Specialist

Griffin, GA

October 2015 - April 2021

- Maintain strict confidentiality of all patient and medical information.
- Maintain productivity and quality and ensure customer service standards.
- Examine Release of Information requests to ensure validity according to applicable State and Federal guidelines.
- Log information is being sent to the requester either manually or using company software in accordance with facility procedure.
- Documents release information in the patient's medical records or other means determined by the facility. Acted in accordance with all company and facility policies, rules, and regulations, including HIPAA Guidelines

PROFESSIONAL DEVELOPMENT

Gamma Iota Sigma-Zeta

Member

January 2023 - Present

- Participates in weekly informative events.
- Volunteer –Woodruff Park (help the less fortunate by distributing food and warm accessories

Risk Management Society (RIMS)

May 2023-Present

Member

- Mentor/Mentee program
- Volunteer -Atlanta Community Food Bank

Phi Theta Kappa Honor Society Atlanta, Ga

Member

January 2021 - Present

- 2021 Coke-Cola Silver Scholar
- All-American Academic Team