



DEVI I. FLAX

Objective

To obtain a career that will allow me to grow and strive in a fast paced environment. Looking for position that I am always learning in and finding fulfillment in both personal and business. Striving to be apart of a team that is running a sound operation, and has great business ethics and aptitude.

Experience

QMAP(Qualified Medical Administrator Personnel) - Morning Star Assisted Living and Memory Care, Boulder CO – 2021-Current

Working for Morning Star as a qualified medical administrator, I am apart of a team that is motivated to provide the best customer service and health care needs to individuals with many disabling factors such as dementia, or adults with brain injuries. My duties include giving residents their accurate medications, dosages, route, and times. I am trained to be aware of residents rights to refuse any medication, and able accurately chart any situation that includes incidences reports, or notes that may be helpful for healthcare providers to give each resident the best care for each individual. This qualification allows me to administer medications in approved settings such as adult foster care facilities, residential child care facilities, secure residential treatment facilities, state certified adult day programs, programs approved service agencies (PASA) serving people with intellectual and developmental disabilities.

Care Manager - Morning Star Assisted Living and Memory Care, Boulder CO - 2020-Current

Working as a Care Manager at Morning Star I have upheld duties that include (ALD's). Residents activities of daily living, and uphold their dignity by providing the residents with toileting, bathing, and dressing that meet each residents personal needs. We also provide laundry and cleaning services to each resident to help residents focus on activities and personal memories they may be having while living at Morning Star Boulder.

Education

Qmap- Colorado Qmap Training Aug 2021 – Qualification 2021

Registered Dental Assisting - First Response Medical Training - Killeen TX 2014

High School Diploma - Accelerated Schools- 2005

Skills

Dental Assisting 7 Years, Dental Front Office Managing, Dental Billing, Insurance Specialist. Typin 36 WPM, Microsoft Business applications, Dentrix, Dexis, Echart, Medicaid, Cigna, Aetna, and Delta Dental Claims Pre- Authorisation and claims processing experience. EOB and Patient Posting into Software Patient Accounts.

Treatment Planning for Dentists and accurate estimate cost for patients.

References

Assisted Living Coordinator Kimm Gillogy- (720) 417-3853

Executive Director - Jayna - (303) 815-7095
