

Shea Taylor

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Hello, my name is Erika Taylor I but I go by "Shea". I am seeking to build upon my experience, learn new skills, and find a home to start my career.....Not just a job. This position is an ideal opportunity and offers new challenges that will help me fulfill my career objectives. I am a reliable and dedicated professional. I believe I would be an asset to your team and am a suitable candidate for this position in view of my experience.

Work Experience

Junior Underwriter

The legal funding group of Georgia - Savannah, GA

March 2020 to Present

I'm the junior underwriter at my firm. I underwrite, approve/reject applications for legal loans. I've had almost 7 years experience with this. I have to review the cases we get where clients are requesting to borrow against their lawsuit. These are NON recourse loans so I have to weigh the risks and I'd the case passes the criteria required for that type of lawsuit then I am able to approve. I can approve any case up to 5K without my head underwriters approval. If it's over he has to sign off. This job was very much a learned trade. But I have perfected the art of it. This work has made me knowledgeable in all areas: Skills: Sensitive Information • Online Data Entry

- Confidentiality • Company Secretarial Work • Organization Skills • Sales • Software Systems • Interpersonal Skills • Google Workspace •
- Critical Thinking • Microsoft Word • Leadership • Teamwork • Management • Time Management • Skilled Multi-tasker • Office Software • Initiation
- Calendars • Advertising • Project Management
- Analytical Skills • Problem Solving • Communication • Customer Service • Written Communication • Databases • Data Quality • Data Privacy • Data Management • Data Entry • Data Analysis • Computer Literacy •
- Administrative Assistance • Microsoft Office •
- Phone Etiquette • Law

Legal Assistant

The Legal Funding Group - Savannah, GA

August 2016 to Present

At The Legal Funding Group I am one of two legal assistant/senior case managers. We have been fully remote since March of 2020 so I have the self discipline for a "fully remote" job. I answer the phone and take new intakes for clients that are applying for pre-settlement funding. The cases vary from auto accidents, premises liability, breach of contract, assault/battery/brutality, etc. I speak with and communicate via email with attorneys regarding these case and I also underwrite and review the facts of the cases for approval or rejection. I have to update clients applications in a computer system called Track My Leads and multitask throughout the day to try and get cases approved and funded through our lenders.

Legal Receptionist/Assistant

Bergen Bergen & Thomas, Attorneys and Counselors at Law - Savannah, GA

March 2018 to August 2018

At Bergen Bergen & Thomas it was my duty to answer all calls on a multiple line telephone. I then had to triage all calls and get them to the appropriate attorney, case manager, or staff member. I had to post all charges to each case file every day, had to transcribe dictation from the attorney and place in the appropriate case file, keep all file organized, keep track of all messages and calls that came in, file all pleadings in each case file every day, go to the courthouse and file pleadings with the state court, send out and bring in all mail, sort all mail, keep the file folder for all expert witness C.V.'s in order.

Front Office Coordinator

Spiva Law Group - Savannah, GA

November 2017 to February 2018

At Spiva Law Group I was the front office coordinator. I was responsible for answering all calls coming into the firm and screening them appropriately. I had to use our computer program Needles to generate new intakes to send back to our legal team when prospective clients call to see if we are able to take their case at the firm. If we were then I was responsible for sending out our welcoming information for the firm. If we rejected the case then I was responsible for sending out a "non-rep" letter and making sure the client gets it in a timely manner. I greeted everyone that comes into the firm and make sure they are accommodated and happy when they leave. I was in charge of all inventory for the office and have to order it weekly. I made sure that our copy room stayed fully stocked and we don't run low on any office supplies. I was in charge of all the mail when it comes in and goes out making sure it got to the appropriate person. I was also responsible for knowing where all our legal staff was at all times and keeping track of who came in and out of the office. I did all of the scheduling for appointments and office functions as well. Being upfront and able to accommodate people and customer service is what I liked most about this job.

Receptionist/Surgery Precert Specialist

Savannah Bone and Joint - Savannah, GA

August 2014 to September 2016

At Savannah Bone and Joint I worked at the front desk and was responsible for taking all phone calls, setting all patient appointments, getting patient checked in and out, handling all patient payments and copays, getting all surgery precepts approved, and I also sent out all office claims, and input all surgeries that needed to be billed out. I worked a lot of our office denials or "holds" so that they were corrected.

Precertification Specialist

Optim Orthopedics - Savannah, GA

October 2012 to May 2014

At Optim as a precert specialists I worked in the surgery center and was responsible for getting all surgical precerts both inpatient and outpatient for four orthopedic surgeons in the practice. I also had to get benefits for the surgery they were coming in for and would often have to code the surgeries accordingly.

Business Office Associate II

Memorial Health University Medical Center - Savannah, GA

December 2011 to July 2012

At MHUMC as a Business Office Associate I was responsible for posting all payments that came through the Central Business Office for Urgent One and making sure it was posted at 100% by each

month end. I also helped with posting other payments for Memorial Health University Physicians and other groups. I was also responsible for checking and posting all error reports that came through our computer system.

Practice Manager

Counseling Services - Savannah, GA

March 2009 to November 2011

I started out as the medical biller at Counseling Services and was given a promotion within a year to practice manager. I was in charge of overseeing all the scheduling of patients, taking new patients, insurance verifications, payment posting, claims processing, payroll, and bookkeeping. I paid all of the business and some of the personal bills for the doctors that owned this company. I also converted them from paper billing to EDI.

Admissions Counselor At MHUMC

Memorial Health University Medical Center - Savannah, GA

April 2008 to October 2008

I was one of 5 admissions counselors for patients that were admitted to the hospital. I would have to work at least 35 patients accounts each day which included calling and verifying benefits, getting precerts if needed, and collecting any kind of copays and deductibles that were due.

Insurance Coordinator

Atlantic Foot and Ankle Specialists - Savannah, GA

June 2006 to March 2008

As Insurance Coordinator At Atlantic Foot I was responsible for all of the billing that went out and came in from our offices. We had one main office in Savannah and two satellite offices which were in Statesboro and Hardeeville, South Carolina. I was the only biller for all of these offices and all of my billing was done out of our Savannah office. I was responsible for putting the doctors superbills in the system everyday. We had a total of 4 doctors I would do this for. Sometimes this would require a lot of modifier knowledge if the doctors were to miss something. I was also responsible for posting payments for all 3 offices everyday, answering all patient phone calls about billing, doing insurance verifications, sending out all the electronic and paper claims at the end of the day, doing all the daily and monthly billing reports that the doctors required for billing, sending out patient statements once a month, sending out discount and payment plan letters for the patients who had outstanding balances, and sending patients to collections if needed. I gained a lot of knowledge of how to set up computer systems for electronic billing since I was given the task of setting up our South Carolina and Statesboro offices with Payerpath and making sure we were getting paid accordingly. I was set goals for each month of how much money we should bring in and did not meet that goal only twice since I was there.

Medical Biller

Medical Infusion Technologies - Savannah, GA

August 2002 to June 2006

As a medical biller at Medical Infusion I started out as a receptionist and worked my way up to billing by 2003. I then was responsible for part of the DME billing including all of Medicaid, some of Medicare, and some private insurances. I was responsible for making sure every chart had updated prescriptions, Letters of Medical Necessity, prior authorizations, insurance verifications, and documentation that was required by HIPAA and Medicare standards. I also was

responsible for billing these charts and making sure we got paid monthly for the patients who rented equipment from us.

Education

Associate in Paralegal Studies

Savannah Technical College - Savannah, GA

June 2018 to Present

High School Diploma in Here I

Calvary Baptist Day School - Savannah, GA

2003

Skills

- Healthcare Management
- Office Administration
- Legal Research
- EDI
- Medical Receptionist
- Medical Billing
- Medical Office Experience
- Multi-line Phone Systems
- Insurance Verification
- Office Management
- ICD-10
- EMR Systems
- Medical Records
- Medical Coding
- Transcription
- Medical Scheduling
- Medical Terminology
- Case Management
- ICD-9
- CPT Coding
- Epic
- Anatomy Knowledge
- Hospital Experience
- Triage
- Documentation review
- Auditing
- HIPAA

- Phone Etiquette
- QuickBooks
- Accounting
- Adobe Acrobat
- Employment & labor law
- Recruiting
- Behavioral health
- Childcare
- Experience with children

Assessments

Project timeline management — Proficient

July 2020

Prioritizing and allocating time to effectively achieve project deliverables

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.