

Maggie Kruk

medical practice administrator

My name is Maggie Kruk. I have been employed in the medical field for over 10 years.

Starting my career in 2005 in an ophthalmology practice, I have worked my way up through receptionist, technician, biller, manager and finally practice administrator running 2 busy offices as well as 3 satellite facilities since 2012.

I am ambitious, well organized, and hard working.



JOB EXPERIENCE

PRACTICE ADMINISTRATOR: Harooni Sheindlin MDPC 2012-Pres.

- Oversee day-to-day office operations at 5 offices
- Supervise managers/employees of each location
- Financials: Income, payroll, bills, working with accountant
- Administration: Contracts, document and correspondence
- Billing Supervisor: 7 doctors (retina, glaucoma, optometry)
- Medical Credentialing Supervisor
- Facility: Working with tenants and vendors
- Human Resources: Advocating for employees, staffing matters

OFFICE MANAGER: Harooni Sheindlin MDPC 2010-2012

- Manage staff, resolve conflicts, process payroll
- Oversee billing dept: 5 doctors
- Schedule Coordinating for all providers

MEDICAL BILLER: Harooni Sheindlin MDPC 2006-2010

- Bill and Collect for 5 doctors (ophthalmology)
- Prepare claims (office / surgery)
- Post payments / prepare income reports

RECEPTION & TECHNICIAN: Harooni Sheindlin MDPC 2005-2006

- Patient management & scheduling
- Perform duties as an ophthalmic tech



EDUCATION

KINGSBOROUGH CUNY: Liberal Arts 2007

BMCC CUNY: GED 1992

B. CHROBRY HIGH SCHOOL (POLAND): 1990



ACHIEVEMENTS

RESEARCH COORDINATOR: VGF TRAP EYLEA STUDY 2009/11

Worked with Regeneron on Phase 3 study for VGF Trap eylea. Supervised and coordinated multiple sites handling subjects, recording data.



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SKILLS

Management & Administration



Medical Billing & Collections



Systems (Athena, Practice Fusion)



Software (MS Office, OneNote, QuickBooks)



Organization & Multitasking



Interpersonal (client / employee relations)



Polish language

