

DARRYL VICTOR

EXPERIENCE

December 1988 to
December 1995

DATA ENTRY CLERK /CODER

Medical Billing Resources, INC, Bloomfield, N.J. – Tasks included posting and balancing payments manually. Registered patient demographics and charge into billing software. Coded claims for Newark's largest ambulance service from EMS trip sheet. Print, quality control and mail 1500 and UB claims.

January 1996 to
April 2002

OFFICE MANAGER

Medical Billing Resources, INC, Bloomfield, N.J. – Managed a staff of 10 employees. Conducted interviews and hired staff. Staff placed in positions that gave them the best opportunity to make our department succeed. Worked with clients on understanding collections, invoices, reporting and industry changes. Worked with senior management on reporting, collections, collection goals, I.T. improvements and enhancements.

Information Technology Manager | May 2002 to August 2007

Medical Billing Resources, Inc., Bloomfield, N.J. – I was responsible for managing a staff of 4 to 5 programmers, data processors and network employees.

Research and review any new billing software and establish if it is an upgrade from our current application.

Supply I.T. department updates to President, Executive Vice President, Vice President of Operations and Director. Attend conference calls with clients regarding any questions or concerns. Site visits to clients for training or to iron out logistics such as file formats, file layouts and billing process. Daily duties include troubleshooting, programming, data entry, profile management, system security, report writing, electronic data interchange, quality control and secure email transfers via password protected software.

Weekly duties include creating patient statement files, creating EMC Medicare 837 files, creating EM 837 files and importing Medicare 835 files. Monthly duties include running reports for 10 clients, running accounts receivable write-off routines for various clients, returning user notes to clients and updating report history.

September 2007 to
December 2014

INFORMATION TECHNOLOGY MANAGER

eReceivables, Inc., Secaucus, N.J. – was responsible for managing a staff of 4 to 5 programmers, data processors and network employees. Evaluate employees yearly and submit a recommendation for salary increase.

Research and review any new billing software and establish if it is an upgrade from our current application.

EDUCATION

CERTIFICATE, COMPUTER PROGRAMMING May 1988

- Empire Technical School, East Orange, N.J., Major GPA: 3.9 – A graduate of Empire Technical School with a specialty in Computer Programming.

CERTIFICATE, MEDICAL BILLING AND CLAIMS PROCESSING June 2000

- Infinity Software Systems, Temecula CA – Completed Infinity Software Systems with a Certification in Medical Billing and Claims Processing.

Address

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Cell Phone

(973) 493-3167

Email

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January 2015 to
Present

I.T. VICE PRESIDENT

eReceivables, Inc., Clifton, NJ - Oversee all aspects of networking, hardware, software, workflow, Attend conference calls with clients regarding any questions or concerns. Develop interface for and from various formats such as 837, 835, HL7, CSV, Flat text and numerous other file formats. Site visits to clients for training or to logistics such as file formats, workflow, file layouts and billing process. Co-ordinate with other I.T. vendors to establish point-to-point connection via VPN and SFTP. Work with clients to develop a secure connection to our billing software or their billing software. Develop specific reports based on client and management needs. Assist onboarding and offboarding users. Configure and maintain Doors security software.

SKILL

- NextGen, Medical Manager, EMDEON, WEBMD and MEDI. Extensive work with various EPIC data.
- Developed medical billing software with Billworx, Inc.
- FoxPro 6.0
- Mastered medical billing software from companies such as Advance Data Systems,
- Developed medical billing software with Infotech Global, Inc.
- Monarch
- Knowledge of UNIX