

# Cary Ackerman

Hackettstown, NJ 07840

[carybackerman@gmail.com](mailto:carybackerman@gmail.com)

(908)342-2080

#readytowork

## Work Experience

---

### **Practice Manager**

Springfield Psychological Associates - Springfield, NJ

November 2020 to Present

Manage an 8 group therapy practice.

- Maintained and supervised office operations
- Supervised office staff
- Interviewing of new therapists
- Supported and trained staff
- Processed billing on a daily basis
- Follow up on rejected claims and aging claims
- Works with Medicare, Commercial PPO's , EAP's
- Maintained office supply inventory
- Communicated with patients
- Clearing house ( Office Ally) Navinet and Availity experience
- Maintained office efficiency by organizing operations and procedures
- CPT Coding, ICD-10, HIPAA
- Telehealth and non remote office
- Credentialing

### **Customer Support Specialist**

PSYBooks

July 2019 to Present

Customer Support, Sales and Tech support for EMR company.

Call center plus live video conferencing.

Remote position

Zoom Meeting

Live Agent

### **Office Manager/Bookkeeper**

Psychological Associates of North Jersey - Hackettstown, NJ

August 2014 to Present

Responsibilities

All aspects of Medical Billing

Therapist monthly Revenues and maintaining a smooth running office environment for 16 therapists.

Monthly revenues .

Proficient in Excel, Word,Power Point

- Maintained and supervised office operations
- Supervised office staff
- Supported and trained staff
- Processed billing on a daily basis
- Maintained office supply inventory
- Communicated with clients
- Maintained office efficiency by organizing operations and procedures
- CPT Coding, ICD-10, HIPAA
- Telehealth and non remote office
- Credentialing

### **Medical Front Desk Receptionist**

Pediatric and Adolescent Medical Center - Hackettstown, NJ

January 2013 to November 2014

Greet patients and provide instructions as they come in • Perform clerical and administrative tasks

- Collect patient demographic data
- Analyze health insurance benefits and verify insurance eligibility
- Prepare insurance referrals
- Receive telephone calls and provide relevant information
- Schedule and confirm appointments
- Handle incoming and outgoing correspondence

### **Office Manager**

Ackermans Painting and Paperhanging - Hackettstown, NJ

1995 to 2010

Managed payroll and quarterly taxes..

Ordered supplies for business.

Updated calendar and appointments.

Customer calls

AP and AR

### **Research Associate**

R.W Johnson Pharmaceutical Research Institute - Raritan, NJ

Developed in vitro assay systems for screening compound submitted by Chemists

- Maintenance of Cell lines used in Assay.
- High Thru Put screening using Robotic Technology.
- DNA Facscan Analysis.
- Submitting of Writings and Presentations at Monthly Meetings.
- Drug Discover areas included: Cardiovascular Pharmacology, Immunopharmacology, Osteoporosis

### **Senior Research Technician**

GAF Chemicals - Wayne, NJ

Synthesis and characterization of polymers used in a wide range of applications.

- Application testing on surfactants such as Surface Tension Test and Ross-Miles Foam Test
- Worked with Engineers to correct problems in pilot plant synthesis of Surfactants

## **Research Technician**

Columbia University - New York, NY

Goal of lab was creating a physical map of Chromosome 21.

- Prepared DNA plasmids & Restriction Enzyme Digests
- Ran Pulse Field Electrophoresis Gels

## Education

---

### **B.S in Biology**

William Paterson University

### **None in Doctor of Medicine**

UMDNJ SOM Medical School ( Attended for 1 year) - Piscataway, NJ

## Skills

---

- Bilingual English /Spanish (10+ years)
- Receptionist (2 years)
- Scheduling (2 years)
- Billing (5 years)
- Filing
- Data Entry
- Microsoft Office (10+ years)
- Microsoft Excel (10+ years)
- Accounts Payable
- Payroll (5 years)
- Office Management (5 years)
- Word (10+ years)
- Human Resources
- Accounts Receivable
- Customer Support
- Customer Service
- Call Center (Less than 1 year)
- Desktop Support
- Help Desk (Less than 1 year)
- CSR
- ICD-10
- Insurance Verification
- ICD-9
- EMR Systems
- CPT Coding
- Office Administration

- Medical Terminology
- Medical Billing
- Anatomy Knowledge
- Technical Support
- Hospital Experience
- CPT Coding
- ICD-10
- Insurance Verification
- Sales Support
- EMR Systems
- ICD-9
- Technical Support
- Medical Coding
- HIPAA
- Laboratory Experience
- Medical Scheduling
- Medical Records
- Medical Office Experience
- Physiology Knowledge
- Healthcare Management
- Practice Management

## Certifications and Licenses

---

### **Driver's License**

## Assessments

---

### **Emotional Competence — Highly Proficient**

July 2019

Managing one's own emotions and understanding those of others.

Full results: [Highly Proficient](#)

### **Cognitive Ability — Highly Proficient**

May 2020

Combining pieces of information to form general rules or conclusions.

Full results: [Highly Proficient](#)

### **Medical Billing — Highly Proficient**

May 2020

Understanding the procedures and forms used for medical billing.

Full results: [Highly Proficient](#)

## **Electronic Medical Records: Best Practices — Highly Proficient**

May 2020

Knowledge of EHR data, associated privacy regulations, and best practices for EHR use

Full results: [Highly Proficient](#)

## **Medical billing — Highly Proficient**

May 2020

Understanding the procedures and forms used for medical billing.

Full results: [Highly Proficient](#)

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

## Publications

---

**Novel Hydroxyphosphonate Inhibitors of CD45 Tyrosine Phosphatase. Roger Frechette, Caridad Ackerman, Scott Beers, Rich Look, John Moore Bioorg. Med. Chem. Lett. 1997, 7(17), 2169-2172.**