

# Danita Matthews

Cincinnati, OH 45239

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Authorized to work in the US for any employer

## Work Experience

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### **Registrar**

Mercy Health-Cincinnati, OH

August 2016 to May 2025

Registrar for family medicine work with epic,cisco, skype and data online, worked ER registration, word, and multi-line phone scheduling for 6 doctors.

### **Nursing School**

Hondros College of Nursing-Cincinnati, OH

January 2020 to February 2022

Passed medication, straight cath, gave insulin took BGL, IV's, took vital's, gave breathing treatments, learned injections, medications, and sterilization techniques. Did not finish school due to unusual circumstances, but did all classes and clinical.

### **Residential Supervisor**

VOA Associates Incorporated-Cincinnati, OH

February 2016 to July 2018

Re-entry program. Monitor and interaction with inmates.

### **Program Support Staff**

Greater Cincinnati Behavioral-Cincinnati, OH

March 2014 to August 2016

Responsibilities

First contact for the mental health client, check in and direct client to their appointments. Answer multi line phone, coordinate appointments with doctors and nurses. Set-up spreadsheets, work with medicad spend downs and coordinate next day services.

Accomplishments

My impact would be helping the mental health clients stay calm and to make each day s successful one.

Skills Used

Great communication skills, work well with others and very dependable and flexible

### **Medical Records Clerk**

GCb-Cincinnati-ohio

May 2014 to June 2015

Responsibilities

Scan and load mental health records into computer

Accomplishments

Always finished job early and helped others complete their job task. Quick learner too

Skills Used

Computer, scanner, microsoft, skat system

### **DSP/Activities Coordinator**

Toward Independence

January 2010 to January 2014

ages 22-64

### **DSP**

VOA Ohio River Valley Residential Serv

January 2009 to June 2011

Worked with DD individuals male/female passed medication, took to appoints.

### **Health Unit Coordinator/Associate Radiology Clinical Care**

THE CHRIST HOSPITAL-Cincinnati, OH

January 2001 to June 2009

Checked Patients into the system, went over safety screening

Questionnaire and utilized last words, Quadras, answered

Multi-line phones. Also recently worked on the Epic system.

DSP Ohio Valley Residential Service

January 2008 to January 2009

Worked with MRDD Male/Female residents

Delegated nusing Medication Admin.Cert.

### **Appointment Coordinator**

Group Health Assoc

January 2000 to December 2004

Check patients in and appointed future appointments for Internal Med. Doctor's, Endocrinologists, dieticians, diabetic educators and Pulmonary doctors. Met and greeted patients went over future appointments regarding blood work done and also utilized the IDX computer system and was starting the Epic program.

### **Insurance Counselor**

Cincinnati Dental Services

January 1996 to December 1999

Check patients in, answer multi-line phone, made appointments on the computer, checked patients treatment plans, filed charts, collected monies due, Promoted to Insurance Advisor; had my own office to speak with the patients one-on-one concerning their co-pays etc. and wrote

### **Front Desk**

Wanda Hood D.D.S

January 1993 to December 1996

Billing, working the office computer, checked in patients, answered multi-line phones, worked chair-side with the doctor, took x-rays, also developed, billed out Medicaid/private insurance, and made calls for over-due accounts.

Front desk/Billed insurance Dr. Gerald Lawson

January 1991 to December 1992

Lite typing, answered multi-line phone, billed Medicaid, set up dental appointments, filed, coded and entered new patients into the dental system.

1991-1991 Front desk James Brown D.D.S

Lite typing, answered multi-line phones, billed insurance, set- appointments, and filed lite typing, answered multi-line phones, took x-rays, and billed insurance

Downtown Dental Group  
January 1989 to December 1991

### **Phone Sales**

Ganett Tel-Sel  
January 1987 to January 1987

Telephoned consumers in different cities to advertise and sale newspapers.

### **Sorter**

Goodwill Industries  
January 1986 to January 1987

Conducted daily inventory/sorted clothes.

### **Cashier/Server**

Cheese Villa Yogurt Shop  
January 1986 to December 1986

## Education

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### **Nursing (High school diploma)**

Cincinnati State Community College  
January 2008 to May 2022

## Skills

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- Dental office experience
- Office experience
- Documentation review (2 years)
- Anatomy knowledge (4 years)
- Accounts receivable
- Mentoring
- Direct support (7 years)
- EMR Systems (8 years)
- Word processing
- Microsoft Word
- First aid
- Care plans
- Talent acquisition (Less than 1 year)
- Dental receptionist
- Writing skills
- Skilled nursing facility

- Clerical experience
- Supervising experience
- Memory care
- Filing
- Communication skills (10+ years)
- Medical Records
- Records management
- Customer service
- ICD-10
- Front desk
- Medical receptionist
- Manufacturing
- Nursing
- Math
- ICD-9
- Patient service
- Computer literacy (2 years)
- Multi-line Phone Systems (10+ years)
- Medical records
- Medical billing (3 years)
- Developmental disabilities experience (8 years)
- Organizational skills
- Computer skills
- Data entry
- Medical Imaging
- Medical terminology
- Medical terminology (5 years)
- ICD coding
- HIPAA
- Section 8
- Recreational therapy
- Driving
- Data collection (10+ years)
- Front desk (10+ years)
- Vital Signs (5 years)
- Marketing
- Intake (1 year)
- Experience Administering Injections (1 year)
- EDI
- EHR systems

- Cash handling (10+ years)
- Medication Administration
- HIPAA (10+ years)
- Very good people skills, quick learner, love helping others and taking on new projects.. (10+ years)
- Insurance Verification (5 years)
- Crisis management (1 year)
- Interviewing
- Typing (10+ years)
- Typing
- Customer service (10+ years)
- Medical scheduling
- Time management (10+ years)
- Epic (10+ years)
- Clerical Experience
- Triage (2 years)
- English
- Medical office experience (10+ years)
- CPR (10+ years)
- Patient Care (2 years)
- Microsoft Excel (2 years)
- Microsoft Publisher
- Behavioral health
- Leadership

## Links

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[and](#)

## Certifications and Licenses

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### **Medication Cert 1**

March 2025 to April 2026

### **AED Certification**

### **CPR Certification**

### **Driver's License**

### **Epic Certification**

### **First Aid Certification**