

Connie F. Irey
Administrative Secretary – NDCPD
Minot State University
500 University Ave W
Minot ND 58707
701-858-3286

QUALIFICATIONS:

My strongest attributes are organizational skills and attention to detail. I am highly motivated, able to work independently, as well a team player willingly to work together to accomplish completion of tasks and motivate others to bring out their strengths.

WORK HISTORY:

March 2009 – Present

Administrative Secretary – Minot State University/North Dakota Center for People with Disabilities

Support activities for the Project Directors on multiple projects including:

- Arrangements and attendance of meetings
- Minute taking
- Report preparation
- Creating, management and maintenance of project correspondence
- Creating brochures and other project materials
- Mass/bulk mailing activities

Making travel arrangements for staff and students for assigned projects

Purchasing project materials/services as deemed necessary by Project Director

Completing Purchase Requisitions, Travel Authorizations, Travel Vouchers and Vouchers

October 2005 – March 2009

Office Manager – Dakota Family Services

Office Supervisor for three locations – Minot, Bismarck and Fargo
Employee training

Answer telephones – taking accurate messages for physician and therapists, liaison between clients and providers

Appointment scheduling

Greet patients – Reception

Chart set up on new patients.

Medical Records

Transcription

Filing

Data entry

Accounts receivable

Productivity reporting

Accounts payable

Payroll

Connie F. Irey
Administrative Secretary – NDCPD
Minot State University
500 University Ave W
Minot ND 58707
701-858-3286

Quarterly and yearly tax forms
Filing of insurance claims – electronic and paper
Posting payments – insurance and patient
Insurance follow up non-payment claims
Billing statements
Collections
Provider applications for enrollment as network providers for third party payors
Duties as assigned by COO of company

**Feb 2005 to
October 2005**

Assistant Research Coordinator - Odyssey Research
Typing Curriculum Vitae in company format
Entering physician information into pharmaceutical databases
Working closely with Principal Investigator and Research Client
Assisting Regulatory Department in following FDA procedures and typing regulatory submission packets

2001- 2004

Office Manager – Warren Morris, M.D.
Office set-up for private independent physician
Answer telephones – taking accurate messages for physician and nurse.
Make appointments.
Greet patients and chart start up on new patients.
Transcription
Filing
Data entry
Accounts receivable.
Filing of insurance claims – electronic and paper
Posting payments – insurance and patient
Billing statements
Collections
Schedule hospital procedures, lab and x-rays

1993 – 2001

Office Manager - UniMed Child Adolescent Psychiatry Office
Worked with Dr. Hughes-Kuda, Dr. Mercado and Dr. Grogan
Office set-up when position started in 1993
Answer telephones – taking accurate messages for physician.
Making appointments for psychiatrist and therapists within office
Greet patients and chart set up on new patients
Transcription for psychiatrist and therapists
Filing
Data entry

Connie F. Irey
Administrative Secretary – NDCPD
Minot State University
500 University Ave W
Minot ND 58707
701-858-3286

Coordinated rotating call schedule for hospital psychiatrists
Coordinating physician's time between CAPH, Dakota Boys and
Girls Ranch, North Central Human Service Center and Outreach
Clinics

**March 1999-
June 1999**

**Administrative Secretary – North Central Human Service
Center**

Transcription
Psychiatry appointments
New patient set up for center
Billing
Insurance filing

1983-1993

Receptionist and Appointment Position – Medical Arts Clinic

Answer telephones
Appointments for over 30 physicians
Assistant to supervisor
Reception duties – greet patients, chart set-up, etc.
Worked with setting up new computer system
Coordinated rotating call schedule

EDUCATION:

2007 Adult Education Center of Minot Public Schools – Access
 Database Class
2004 Adult Education Center of Minot Public School – Microsoft Office
 Class including Microsoft Word, Excel, Power Point and Access.
1980 Bachelors of Social Work, areas of concentration in psychology,
 social science and business – Minot State University
1976 High school diploma – Pettibone High School

HOBBIES AND INTERESTS:

Past Sunday School Teacher; Past Youth Group Leader; Foreign
Exchange Host Parents; Reading; Camping; Playing games and cards

REFERENCES LETTERS AVAILABLE UPON REQUEST