

Jenny Nicole Wood

Work Experience

Present – May 2006 Kenneth M. Daniels, CPA Jasper, FL

Bookkeeper/Payroll Specialist

Payroll Preparation/EFTPS Deposits, Financial Statement Preparation,
Bank Statement Reconciliations, Paypal Reconciliations, Sales Tax

2006 – 1999 Hometown Gas, Inc Jasper, FL

Office Manager

Payroll, Accounts Receivable, Accounts Payable, Customer Service

1999 - 1994 Hamilton County Hospital Jasper, FL

Health Information Management (1994-1995), (1997-1999)

AKA: Medical Records

Census, Medical Transcription, Outpatient/Emergency Room Coding,
Statistics, Records Release, Filing, Organized, analyzed and evaluated
health record content for completeness and accuracy, supervised
department for approximately one year.

Business Office (1996-1997)

Outpatient, Emergency Room and Inpatient registration, filing insurance,
filing

Radiology (as needed)

Transcription, Scheduling patients, filing

Director of Nurses Office/Outpatient Clinic (1996)

Clerical duties, scheduling patients

Information Management (1999)

Backups for computer system

Education

June 1992 -1988

**Graduated from Hamilton County High
Jasper, FL**

General Studies

September 1993-1992

**Graduated from Valdosta Technical Institute
Valdosta, GA with a diploma in Information and Office Technology**

Advanced Typewriting, Business English, Business Math,
Advanced Word Processing, Office Management, Electronic
Calculators, Office Procedures, Business Communications,
Machine Transcription, Medical Terminology

1996 – 1995

**Certificate from California College of Health Science
In Medical Transcription (correspondence course)**

2010

Valdosta Technical College
Valdosta, GA
Certificate of Accounting

Work Related Education

HIV/AIDS Seminar 10/97, 10/96

ICD-9 Emergency Room/Outpatient Coding Seminar 10/97

CPT Coding Seminar 1/97

ICD-9-CM Intermediate Coding Seminar 3/98

3M Coding and Reimbursement System Software Course 8/98

Microsoft Excel Advanced Microsoft Excel 7/06