

GOV. MSG. NO. 590

RESUME

GERALD C. SIMMONS

updated November 24, 2018

EDUCATION

- Kansas State University
Manhattan, Kansas
Bachelor of Science
Elementary Physical Education
Graduated May
- Topeka High School
Topeka, Kansas
Graduated Spring

EMPLOYMENT HISTORY

- Retired 2017 to present
- City & County of Honolulu 2013-2015
Dept. of Parks & Recreation Part time
- Office Manager: 2004 - 2011
Saito Chiropractic Office, Honolulu, Hawaii
- Integrative Health Care Office Coordinator: 1999 - 2003
Honolulu Medical Group, Honolulu, Hawaii
- Office Manager: 1992 - 1999
Saito Chiropractic Office, Aiea, Waipahu, and Kailua, Hawaii
- Administrative Assistant: 1995-1997
Practicare Hawaii, IPA, Honolulu, Hawaii
- Administrative Assistant: 1995 - 1996
Pacific Rehabilitation & Sports Medicine, Waipahu, Hawaii
- Garden Maintenance & Landscaping: 1980 - 1992
Owner, Ka Hanahou Gardening, Kaneohe, Hawaii
- Assistant Manager:
Wendy's Corporation, Honolulu, Hawaii
- Retail Sales:
University Bookstore, Ames, Iowa
- Elementary School Physical Education Teacher:

Unified School District #501, Topeka Kansas

- High School Gymnastics Coach:
Topeka High School, Topeka, Kansas
Highland Park High School, Topeka, Kansas
Topeka West High School, Topeka, Kansas

PROFESSIONAL EXPERIENCE/RESPONSIBILITIES

Office Manager

- Patient scheduling and registration
- Managing patient flow
- Patient billing and collections
- Insurance billing and collections
- Liaison with Insurance companies
- Liaison with Attorney offices
- Medical records keeping
- Patient file maintenance
- Updating patient information
- Insurance information verification
- Insurance coverage benefit verification
- Maintaining supplies and equipment
- Document preparation and copying
- Provider credentialing
- Organizing Doctor schedule
- X-ray film processing
- Non-medical assistance for Doctor
- Medical Coding
- Electronic medical records keeping
- Electronic medical billing

Integrative Healthcare Office Coordinator

- Oversee and coordinate the schedules of nine medical providers
 - Chiropractic
 - Acupuncture
 - Massage
 - Nutrition
- Patient scheduling and registration
- Managing patient flow
- Updating patient information
- Insurance information verification
- Insurance coverage benefit verification
- Maintaining supplies and equipment
- Patient intake

- Document preparation and copying
- Provider credentialing
- Medical coding
- Electronic medical records keeping
- Liaison with Insurance companies
- Authorization of treatment
- Treatment plan preparation
- Patient referrals
- Patient check-in, intake and cashiering for Optifast weight management program

POSITIONS HELD

- District 34-01 Vice President Democratic District Caucus 2010-2012
- District 34-01 President Democratic Caucus 2013-2016

HOBBIES

- Cycling
- Watercolor painting