
Linda Lindsey

Office Manager

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Linda has over 20 years of experience in the insurance industry. As the Office Manager and Personal Assistant to a senior Vice President, she is responsible for:

- Accounts receivables
- Medicare G&L data entry
- Generating loss runs
- Transcription for adjusters
- Billing
- Setting up claims
- Monthly reports for accounting
- Ordering office supplies for all offices
- Answering phones and assisting Insured's with general questions