



Debbie Lighty

Administrative Supervisor

Mobile phone:210-326-1028

Debbie Lighty joined Gentry & Associates Claims Service, Inc in December of 1998. Before joining us she lived in Lewisville, Texas where she worked at the Denton Community Hospital in Denton, Texas for 2 years in the Health Information Management Department. Before losing her husband to Cancer in 1994 she spent 8 years in Riyadh, Saudi Arabia where she worked for the Civil Service as an Administrative Assistant for the Army where she was awarded several awards for outstanding performance.

She is responsible for seeing that our support staff enters new claims and concludes packaging of claim reports in a timely basis. Further, she handles bookkeeping functions including Accounts receivable, payables, and monthly financial report entry. She can answer most all your questions or get you to the person that can.

Educational Background and Seminars Attended:

- ◆ Adobe Acrobat 6.0 Distiller/Writer – PDF creation/management
- ◆ In-Office Training
- ◆ Microsoft Word – Video Professor
- ◆ Microsoft Xcel- Video Professor
- ◆ Microsoft Acces- Video Professor

Categories of Expertise:

- Customer Service
- Telling the Customer “Yes, we can do that”
- Accounts Receivable/ Payable
- IntegriClaim Claim Management Software System
- Peachtree Complete Accounting
- Adobe Acrobat Distiller
- Microsoft Word
- Microsoft Xcel
- Microsoft Access
- Various web-based insurer applications
- Transcription- Data Entry

Experience:

- ♣ United States Army - Administrative Assistant
- ♣ Denton Community Hospital – Medical Records/ Transcription