

JESSICA CLAIRE

100 Montgomery St. 10th Floor
(555) XXX-1000 - resumesample@example.com

SUMMARY

Highly motivated, results focused professional with vast years of experience, a unique combination of Healthcare **Informatics, Business Intelligence IT, Contracting and Receivable Management Revenue Cycle**. Exceptional interpersonal and communication skills in relating to all levels of management, colleagues, vendors and customers.

SKILLS

- Interpersonal and written communication
- Project management abilities
- Issue resolution
- Cross-functional collaboration

EXPERIENCE

- 04/2020 to Current **Associate Product Services & Management Analyst**
Northwell Health – Bethpage, NY
- Lead and represent Revenue Management in the weekly meetings to address various issues that occur within Soarian Financial which can potentially impact the Health Systems revenue.
 - Creates agendas, PowerPoint presentation, documents, business requirements, Visios and track progress to ensure timeliness of Implementation of Soarian Financial at SIUH.
 - Participate in Discovery, Design Sessions and follow ups meetings for SIUH Soarian Financial Implementation Project.
 - Provides follows-up as necessary and escalates issues to assure that all pending and unresolved issues are addressed in a timely fashion.
 - Respond to the need and priorities at hand and able to multi-task; works and communicates well together with all level of management, peers and other internal business units.
- 12/2017 to 04/2020 **General Treasurer/Office Manager**
Pentecostal Christian Church John 3:16 – City, STATE
- Maintain/Supervise the church financial records, ensuring that board policies are followed, and that overall financial assets are appropriately managed/administered/stewarded.
 - Ensure necessary insurance (property, officer’s liability insurance with indemnification, etc.) policies, internal controls and practices are in place.
 - Reconcile bank statement with ledger, keep clear accurate and adequate records with supporting documentation of all church receipts, recording and reporting of collection of funds and expenditures.
 - Provide information for CPA to prepare tax payroll for 941, W-4, W-2 or 1099 for church employees; prepare/issue donation income tax receipts to church members for tithes, offerings, donations.
- 02/2014 to 12/2017 **Manager Contract - Managed Care Contracting Depart**
Northwell Health, Inc. – City, STATE
- Assisted in the development and review of new and revised/renegotiation managed care contract proposals, red-line agreements, amendments, delegated amendments and clinical study documents.
 - Created and trended Hospitals, Physicians and Ancillaries Rate Schedules for the Health System, ensured contract rates and contract terms were implemented to maximize system revenue.
 - Served as liaison for the Manage Care department on hospital, physician and ancillary contracting with insurance companies/third party payers on a routine basis to resolve operational, systemic payment issues and/or existing processes.
 - Reviewed with attorneys contractual Single Rate Agreements between payors and physicians and for professional/ ancillary services to members.
- 06/2008 to 02/2014 **Business Intelligence/ Sr. HealthCare Analyst**
Advantage Care Physicians-Queens Long Island Medic – City, STATE
- Responsible for Project Management of the AdvantageCare Physicians /EPIC Professional Billing reporting implementation and measuring the success of the various EPIC reporting tools after go-live.
 - Interpreted complex data analyses and summarize, through organization of clinical, business and operational data to identify trends, cost utilization, Admits/1,000 and PMPM\$ for performance measures and internal/external business decisions.
 - Collaborated and supported various departments across organization and realize increase net revenue, incentive accruals and offset to OOG expenses of nearly a total of \$65.1 million for retro years through current (2007-2012).
 - Conducted detailed audits and perform statistical and financial impact analysis for Incentive Programs (Meaningful Use, Hospitalist-H3, HCC-DX RAPs) and Revenue Integrity Unit initiatives to identify and quantify third party payer under-payments, recoveries and reconciliations.
 - Supported Finance, Medical Management, Clinical Operations, Senior Management, other internal departments and partner entities to improve financial performance and clinical outcomes through identification of high risk/cost patterns and align with KPIs through utilization of dashboards and benchmarks.

EDUCATION AND TRAINING

- 06/2012 **DIPLOMA oF CHRISTIAN MINISTRY AND THEOLOGY : THEOLOGY**
SPANISH EASTERN BIBLE INSTITUTE-ASSEMBLIES oF GOD - QUEENS, NY

Accounting
Kingsborough Community College of The City University of New York - Brooklyn, NY

CERTIFICATIONS

Licensed: NY State Dept of Financial Services - Insurance Life Licensed as of September 2012
Certified: EPIC 2012 & 2014 – Clarity Data Model: Cadence & Resolute Professional Billing