

# Alliahj Steele



Laurel, Maryland

Phone: (240) 676-8749

[alliahjs@outlook.com](mailto:alliahjs@outlook.com)

## Objective

---

My goal is to continue to grow and develop as a data analyst in the healthcare system, using technology and analytics to improve documentation workflows, authorization tracking, and patient outcomes. I am passionate about integrating automation tools, data visualization, and compliance frameworks to support efficiency and accuracy across healthcare operations.

## Education Profile

---

**University of the Commonwealth Caribbean** — 2023 – Present

**St. Hugh's High School** — 2010 – 2015

## Work Experience

---

**Founder / Operations Lead — Abik Healthcare Services**

## 2023 – Present

- Designed and launched documentation & authorization tracking systems to manage authorizations and POCs.
- Created Excel-based trackers and implemented OneDrive/Power Automate workflows to send expiration alerts.
- Developed clinician policies and QA pipelines to ensure HIPAA-compliant documentation and timely submissions.

## Care Coordination & Authorization Specialist

2018 – 2023

- Managed multi-payer authorization requests and maintained plan-of-care renewal schedules.
- Communicated with insurers, clinicians, and families to guarantee service continuity.

## Relevant Certifications / Training

---

- HIPAA Compliance & Privacy Training
- Excel for Data Management / Power Automate (self-directed)

## Projects / Tools

---

- Authorization & POC Excel Tracker (automated formulas, reminders, conditional formatting)
- Power Automate flows for OneDrive Excel triggers and email notification integration
- Policy & clinician handouts (documentation standards, HIPAA reminders)

## Key Skills

---

- Clinical Documentation
- Authorization Management
- Excel / Automation
- Power Automate

- OneDrive / SharePoint
- HIPAA Compliance
- Policy Writing

## Extra-Curricular Activities

---

I enjoy *tennis*, reading, and swimming. Playing tennis helps me build focus, discipline, and strategic thinking—skills I also apply in my professional work.