Melvon Khanyile Mashele Data Analyst & Medical Billing Assistant

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Data Analyst with expertise in Power BI, SQL, Excel, and medical coding/billing. Diagnosing data, prescribing insights to drive data-driven decisions in healthcare.

Skills

- Data Analytics: Excel, SQL, Power Query, DAX, Power BI, Tableau
- Medical Tools: SAS, Cerner, Medisoft, AdvancedMD, Kareo
- Administrative: Microsoft Office Suite, Monday.com
- Compliance & Standards: HIPAA, CPT, ICD-10, HCPCS

Certifications Education

- Certified Health Data Analyst (CHDA) AHIMA
- SAS Certified Specialist: Base Programming for SAS 9
- Microsoft Certified: Power BI Data Analyst Associate
- Certified Professional in Healthcare Information and Management Systems (CPHIMS)
- HIPAA Compliance Training Certificate

 Bachelor of Engineering in Civil Engineering Technology – University of Johannesburg: Mathematics, Statistics, Project Management.

Professional Experience

<u>Junior Data Analyst – Internship</u> | Mar 2024 – Nov 2024

Centre for Psychological Services and Career Development (PsyCaD) | University of Johannesburg (UJ)

- Assisted senior analysts in processing data for over 11,000 students seeking mental health support.
- Conducted exploratory data analysis (EDA) on clinical datasets, identifying mental health trends, including
 prevalence rates for anxiety and depression during exam seasons.
- Designed and maintained 5 Power BI dashboards to track student mental health metrics, such as session attendance and satisfaction levels.
- Ensured compliance with privacy regulations and ethical standards in handling sensitive psychological data.

Medical Billing Intern | October 2021 – October 2022

University of Johannesburg Health Clinic

- Processed over 1,200 medical claims with a high approval rate.
- Conducted audits of billing records, improving claim accuracy by 17%.
- Collaborated with internal departments to resolve billing issues and secure timely reimbursements.
- Assisted patients with account inquiries and provided clear explanations of billing procedures and payment options (charged to student fee accounts or paid out of pocket).

Featured Projects: ## Full Portfolio

- 1. <u>Unpacking Health Insurance Claims:</u> Analysed healthcare claims data to highlight demographic and risk factors influences on claim frequency and costs, using Excel and Power BI.
- 2. <u>Bridging the Gap: MedTech Appliance Accessibility:</u> Analysed global MedTech appliance trends, identifying key investment regions based on healthcare costs, wealth, and access.
- 3. <u>Women's Safety Analysis (2019–2023):</u> Aggregated global women's safety data and visualized trends in Power BI, aiding policy development.

Volunteer – UJ Against Gender-Based Violence

University of Johannesburg | Jan 2023 - Dec 2023

- Participated in awareness campaigns addressing gender-based violence within the university community.
- Assisted in organizing events, workshops, and educational programs to promote safety and support for victims.