**Candidate: Tina M. Brantley**

**Contact:** (317)652-7162

tmariebrantley@gmail.com

**Availability**: Available Immediately **Location:** Hiram, Georgia

**Education: Masters of Science**in Public Administration

Keller University, Decatur, 2015

**Graduate Certificate in Healthcare Management**

Keller University, Decatur, 2013

**Masters of Science** in Administration Justice and Security (MS/AJS)

University of Phoenix, Phoenix, 2009

**Bachelor of Science** in Criminal Justice

Indiana University-Purdue University Indianapolis, Indianapolis, IN, 2007

**Technical Skills:**

ARBD **6 years**

MMIS experience **11 years**

Business Modeling                  **8 years**

BA on Gov’t IT **11 years** Testing  **9 years**

Healthcare Insurance Ops       **11 years**

Eligibility system/business     **11 years**

Business rules **11 years**

Medicaid Claims, Benefit Plans, Claims Payment Cycle, Waiver Programs and Reference **6 years**

**Synopsis:**

**Tina M. Brantley** is a Senior Business Analyst with over 11 years of government IT project experience supporting Medicaid projects remotely on and on-site with her Clients. She has supported Georgia, Oregon, Massachusetts, Ohio, and Indiana on Medicaid projects and supported Indiana on a Medicare Buy-In project. As demonstrated on her resume she has 7 years of experience eliciting, mining, and documenting business rules, processes with the Alaska MMIS Project(01/2015-01/2016), Georgia MMIS project (07/2012 – 04/2014), the Oregon project (01/2012 – 06/2012), and the Ohio MMIS project (09/2007 – 12/2011) providing her with a strong formal business process documentation aptitude. She obtains these requirements using interviews, document analysis, requirements workshops, surveys, site visits, business process descriptions, use cases, scenarios, business analysis, and task and workflow analysis. Her outstanding written communication skills include the ability to write, document and present Business Requirements Documents (BRD) and Use Cases, and her oral communications skills include the ability to effectively communicate to all levels of executive management. She has successfully developed relationships with her customers and facilitated meetings and walkthroughs with Federal and State employees to maintain those relationships. She has worked on Agile, Waterfall and Rational Unified Process (RUP) Methodology

To summarize her business analysis support on Medicaid projects:

* **On the Alaska MMIS project (2015-2016**), Tina was the Lead Business Analyst for Provider Enrollment which requires updating USD, UIS, and UC. Review and approve testing documents and send to the state through FTP.
* **On the GAMMIS project (2012-2014**), Tina was the Lead Business Analyst for three sub-systems Prior Authorization, TPL, and Financial (Claims and Recipient/Eligibility) which required Testing of claims, claims adjustments, Prior Authorization, ICD-10 and Financial aspects
* **On the Oregon project** **(2012)** Wisconsin was the “owner” of all immunization but she only worked with Oregon employees. She developed and maintained relationships while creating Business Requirement Documents, Functional Design document, and test plans for the system.
* **On the Ohio MMIS project** **(2007-2011)** her responsibilities included requirement gathering, creating BRDs, creating change orders, analyzing defects, creating change requests, writing test cases and UAT testing.

# **Tina M. Brantley**

**The Computer Merchant LLC (TCML)** Contract with **Xerox** from **January 2015 – January2016**

**AK MMIS (remote), Anchorage, AK 01/09/2015 – 01/31/2016**

**Business Analyst / Project Leader in the Provider subsystem / financial on call**

* Lead and facilitated Daily and weekly project meeting internally , with client and offshore team
* Research, identify, develop and answer question about system functionality and issue that may arise.
* Update and Develop detail documentation to support system requirements.
* Requirement gathering
* Operated as a Business consultant
* Quality Assurance, Project scope control, and task, application and functional design, implementation
* Creating CO’s, Defects, and system Maintenance
* Update USD, UIS, and UC – work sessions and mapping
* High Level Document(HLD), Client delivery Document (CDD),
* Develop relationships with internal and external customers
* Preliminary and Final financial payment
* Oncall –giving support to the off shore team. Approve jobs and run job for financial payments.
* Training of application and design
* Systems: Reqweb, Clearquest, Sharepoint, Golden SQL, WinSCP, Control M, and Putty

**HP (formerly EDS)** Various Contracts from **April 2004 - April 2014­­­­­­­­**­­­­

**GA MMIS (OnSite 2 days/remote 3 days), Tucker GA 07/01/2012 - 04/25/2014**

**Business Service Analyst II / Prior Authorization, TPL, and Financial (Claims) sub systems**

* Claims and Recipient/Eligibility,
* Daily and weekly project meeting internally and with client
* Research, identify, develop and answer question about system functionality and issue that may arise.
* Perform system, integration, and regression testing
* Develop detail documentation to support system requirements.
* Prepared material and trained clients concerning system enhancements.
* Testing of claims, claims adjustments, Prior Authorization, ICD-10 and Financial
* Gathering requirements
* Quality Assurance
* Creating Change Orders, Defects, and system Maintenance
* Develop relationships with internal and external customers

**WI Title XIX/Oregon Immunization registry system 01/01/2012 - 06/30/12**

**Business Service Analyst II (Remote worker)**

* Conduct customer training
* Gathering business requirements
* Quality assurance
* Facilitated meetings and walkthroughs Federal and State employees
* Develop and maintain relationship with customer
* Creating Business Requirement Documents, Functional Design document, and test plans
* Worked with VTrckS on the ALERT Immunization Information System (IIS) for Oregon.
* System: iTrace, Oregon ALERT IIS, SharePoint, SQL, Oracle, MO office, Visio, PowerPoint and Outlook

**Massachusetts DDI (Implementation) 10/01/07 - 12/31/07**

**Business Service Analyst I / Tester (Part-time, Remote Worker)**

**Third Party Liability Subsystem**

* Test the TPL subsystem
* Facilitated meetings and training for State employees

**Ohio MMIS/MITS Account/Implementation 09/01/2007 - 12/31/11**

**Business Service Analyst I/ Tester for the Third Party Liability Subsystem and Buy-In (Remote worker)**

* Elicit requirements using interviews, document analysis, requirements workshops, surveys, site visits, business process descriptions, use cases, scenarios, business analysis, task and workflow analysis
* Critically evaluate information gathered from multiple sources and reconcile conflicts
* Communicate with external and internal customers and analyze functional requirements.
* Act as a liaison between the clients, business units and technical teams.
* Work with developers and Subject matter experts to establish vision and performance needs
* Define concepts and interpret the client’s needs.
* Work independently or with little supervision.
* Ability to interact professionally with people.
* Requirement gathering. Creating Change orders, defects, change requests, writing test cases and UAT testing.
* Create Business Requirements Documents (BRD)
* Facilitate and lead requirement validation (RV) sessions, Joint Application Development (JAD) sessions and all other meetings with the clients.
* Analyzed business requirements and specifications to support the Ohio MITS • Creating test plans and executing test cases.
* Develop and maintain the Ohio Other Insurances plan and rules.
* Create and update Mock-ups and all documentation.
* Created and worked Defects and CO’s
* Conducted training for the client one the TPL panels, letters and reports.
* Created and presented Use Cases
* Research and answer question about system functionality
* Perform system and integration testing
* Develop detail documentation to support system requirements.
* Prepared material and trained clients concerning system enhancements.
* Systems/Software: iTrace, Interchange, Quality Center, SharePoint, Clearquest, MEUPS, MMIS, Documentum, PES, Web Portal, SQL, FileZilla, MMIS web portal, HP Interactive portal and Oracle
* Waterfall/Agile mix environment

**Various positions on the IN Title XIX project, Indianapolis and Fishers, IN 04/2004 - 08/31/2007**

**Medicare Buy-In Analyst/Trainer/SME for Third Party Liability**

* The main function of this position is to cost avoid for the state and save money.
* determine effective date for Medicare buy-in
* work directly with the State and federal government regarding Medicare Buy-In issues
* subject matter expert (SME) for my department
* Work several reports with very demanding deadlines
* Answer Medicare Buy-In questions for caseworkers and SSA
* Send information to CMS and send report status to the state
* Update all information in the system for Medicare part A, B, and D
* created several Maintenance and system modification change orders
* Resolved several issue management problems
* Scheduled meeting and supplied the agenda and minutes.
* In this position have taken several business writing courses and courses to learn the functions of other departments.
* Send faxes and emails to the clients and customers
* Conducted training for new employees
* Created the Buy-In procedural manual
* System: OnDemand, IndianaAIM, ICES, Web interchange, Project workbook Microsoft word, excel, PowerPoint, Visio and outlook

**Health Analyst/SME**

* Answer Insurance and Eligibility questions for Caseworkers, Member, Attorneys and commercial insurance company
* Update the *AIM* system with the correct info to reflect the changes to Ices and Web interchange.
* Verify commercial insurance coverage. Answer calls for Medicare buy in and Casualty.
* Processed Birth Expenditure Claims for Prosecutors office. Participated in a lot of research projects for the state
* Work site is located at **EDS** in the TPL department I work in OnDemand, IndianaAIM, ICES, Web interchange, Project workbook Microsoft word, Visio, excel, PowerPoint, and outlook