

Security Coordinator Analyst Security Coordinator Analyst Security Coordinator Analyst - The University of Texas M. D. Anderson Cancer Center Work Experience Security Coordinator Analyst

The University of Texas M. D. Anderson Cancer Center October 2015 to Present Oct. 2015-Present

Resolute Hospital Billing with Single Billing Office Analyst Build, Testing, Go-Live Support for #1 cancer care institution in the world Responsible for build/testing/support/updates in Hospital Billing, Professional Billing SBO, and Claims Configuration and testing of Security, Charge Router, Workqueues, Statements, Research Billing, Charge Testing, CDM Charge Master, Reporting, Cost Center Assignment, Claim Runs, GL Build, MyChart Billing, etc.. Chronicles ad hoc reporting Unit Testing, Integrated testing, Mapped Record Testing, User Acceptance Testing, Parallel Revenue Cycle Testing NOVAS and Epic SU, including upgrade to Epic 2016 Version Optimization projects post Go Live Developed, designed, and built more efficient business and operation workflows for billing team to complete complicated billing and transplant billing tasks Updated system DNBs, ATMs, SmartText Statements/Detail Bills/Letters Set up payment plan build for organization, and online billing tools through MyChart Set up System Automatic Actions and Batch Jobs/Runs for billing Maintenance of system including resolving tickets On Call support CDM and Fee Schedule Maintenance Charge testing coordinator, completing tasks and setup across modules of Epic, including Cadence, ADT, Ambulatory, Orders, Clin Doc, Resolute, HIM, Claims Data Courier team lead Security Coordinator Analyst Responsible for setting up security for billing users Set up EMPs (User Records), ECLs ( Security Classes), E2Rs (User Roles) Responsible for maintaining and updating records, and resolving any security issues

Resolute Hospital Billing Claims Analyst Responsible for testing charges through claims Set up of Payors and Plans Trained end-users and created tip sheets on demanding and printing claim forms Set up of Batch Jobs and Runs Set up of Claim Edit workqueues EpicCare Ambulatory Analyst Baylor Scott & White Healthcare October 2013 to October 2015 Build, Testing, Go-Live Support for 3 separate rolling implementations, including Epic's biggest go-live to date in terms of number of providers effected by install Integrated testing, including upgrade to Epic 2014 Version and Epic 2015 Version Set up build for ancillary systems, such as EpicCare Link and MyChart

Set up After Visit Summary (AVS) build, maintenance, and optimization   Built Protocols/SmartSets for OrderSets using SmartGroups   Built BPAs and SmartText; proficient in creating and using SmartLinks, SmartPhrases   Workflow Engine Rule build   Data courier lead   Order Transmittal Analyst   Order Transmittal lead, coordinating several Technical Dress Rehearsals for entire organization, and building out all workstations, devices, mapping   Supported all device, printer, workstations, printer mapping, order transmittal rule build   Order tracking and issue resolution   Error workqueues   Label printing and order requisition printing   Security Coordinator Analyst   Build, testing, implementation, and support for security   Helped train security analysts and front-end users   Imported and set up users in system   Maintained and updated security classes, user roles, provider records, user records   MyChart Analyst   Help set up WDF for organization's online patient portal   Set up of surveys and questionnaires   Set up online AVS   Security/Proxy settings   Epic Credentialed Trainer Austin Regional Clinic January 2013 to October 2013   Command center point person for 2 Epic go-lives   Supported application during implantation by providing elbow support   Resolved issues on the spot and entered tickets for build issues   Communicated with build analysts on issues in the system   Trained front-end providers, nurses, operations, staff   Instructed users on several modules of Epic, including Ambulatory, Cadence, ADT, Orders, HIM   Provided one-on-one training and support with physicians   Aided in preparation for end-user Epic training and created instructional guidelines for using Epic system   Health IT Analyst Scott & White Healthcare October 2012 to October 2012   Aided in decommissioning of legacy applications before the implementation of Epic system   Documented processes for ancillary, business, clinical, and revenue cycle operations   applications used by organization   Perfected workflows used by organization   Education Bachelors of Science in Biology The University of Texas at Austin - Austin, TX May 2012   M. D. The University of Texas M. D. Anderson Cancer Center - Houston, TX

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