

Provider Certification Analyst Provider Certification Analyst Provider Certification Analyst Virginia Beach, VA Work Experience Provider Certification Analyst WPS - Hampton, VA April 2019 to June 2019 Maintain and ensure the accuracy of the TRICARE Provider File online system Data research, analysis, entry, and verification for claims processing Work with various internal departments regarding file content related to claim payment or denial and provider certification issues Resolve provider-related issues and claims Administrator in Training Lake Prince Woods - Suffolk, VA April 2019 to June 2019 Completed externship to complete Long Term Care courses at ECPI in accordance with state requirements. Network Data Specialist II Anthem - Norfolk, VA October 2018 to March 2019 Create and update provider records Review, update, and process Medicaid/Medicare claims for payment Analyze application and contract data for groups and facilities to ensure data accuracy Execute contracts allowing for full payment for in- network providers Assistant Storeroom Coordinator Westminster-Canterbury on the Chesapeake - Bay, Virginia, US March 2017 to August 2018 Beach, VA Managed \$1.9M annual food, consumables, and services budget Ordered, received, stored, and issued over 2,000 different items for food service use Maintained accurate budget measures to stay within monthly spending limits Private Process Server Atlantic Process Servers, Inc. - Richmond, VA September 2015 to October 2016 Civil process service of legal documents Maintained data base of addresses for efficient upload to routing software Established and maintained professional relationships with judges, attorneys, and court personnel 02/2008-07/2015 Executive Assistant to Department Head & Senior Enlisted Leader United States Navy, Retired July 2006 to January 2008 Manage Nutrition Department staff, including conducting performance evaluations Performed collateral duties including Departmental Career Counselor, Assistant Training Petty Officer Awards: Navy Achievement Medal (3), Good Conduct Medal (5), Surface Warfare Pin / Aviation Warfare Pin 02/1988-01/2008 Education Bachelor of Science in Health Care Administration ECPI University - Virginia Beach, VA 2018 Skills Excellent written, Excellent written and verbal communication skills, Written and verbal, Excel, Microsoft office, Outlook, Word

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