

Legal Analyst Legal Analyst Legal Analyst - Golden Living, LLC Fort Smith, AR Authorized to work in the US for any employer Work Experience Legal Analyst Golden Living, LLC - Fort Smith, AR 2016 to Present Advise management and employees on leave of absence laws and policies. Review union collective bargaining agreements for impact on employee leaves of absence Perform regulatory and case law reviews to maintain compliance of current policies and procedures Provide termination recommendations to Legal Department and management for employees who violate policy or who have exhausted available leave entitlements Provide training presentations to management on leave of absence procedures, laws, and corporate policies Manager Healthcare Contracting and Enrollment Wal-Mart Stores, Inc - Bentonville, AR 2015 to 2016 Directly managed two professional contributors Researched credentialing and enrollment requirements with Medicare, Medicaid, and commercial payers for various clinical providers Managed the transition of nurse practitioner credentialing and enrollment processes from a third party vendor to Wal-Mart owned processes Designed intake and onboarding process for Care Clinic nurse practitioners Negotiated and collaborated with payer representatives Designed processes and metrics to track provider credentialing and enrollments Implemented strategies and processes to resolve reimbursement issues Researched and vetted credentialing and enrollment software Technical Writer - IT Security Compliance Golden Living - Fort Smith, AR 2014 to 2015 Co-authored and implemented more than 15 information security compliance policies Implemented the security and compliance documentation program within the IT Department Developed and implemented compliance checklists for IT Department activities Performed regulatory compliance gap analyses Drafted employee, vendor, and contractor terms of use agreements for access to information systems. Assisted IT Department professionals with the creation and implementation of compliant workflow procedures Required to maintain familiarity with auditing practices of information technology systems Attorney Milligan Law Offices - Fort Smith, AR 2013 to 2014 Handled legal matters in the following areas: Contractual drafting and review Employment law advisement Provided general business law advice to small business owners Education Juris Doctor University of Arkansas School of Law - Fayetteville, AR May 2013 Bachelor of Arts in History University of

Arkansas Fort Smith - Fort Smith, AR December 2009 Additional Information Over 6 years of experience in legal and Experienced in training and educating fellow regulatory research and interpretation management and direct reports regarding Strong knowledge of HIPAA, HITECH, PCI work processes DSS 3.0, leave of absence regulations, and Proficient in designing efficient work Medicare and Medicaid billing processes and gathering metrics Advanced knowledge of drafting and Strong communication, interpersonal, and reviewing contracts public speaking ability Licensed attorney Effective collaborator with executive level Co-authored and implemented numerous management compliance policies and procedures Proficient with Microsoft Word, Excel, Visio, and PowerPoint

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