

Dillon Wallace

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SUMMARY OF QUALIFICATIONS

- I work at a CMHC, Pennyroyal Center and work with different directors (CEO, CFO, Fiscal Coordinator, Medical Records Director, Director of Clinical Operations, IT Director, Accounts Receivable Manager, Director of Substance Abuse and other staff in the healthcare field). I help maintain EMRs and the processes of using them on a day-to-day basis in Finance/Billing and Fiscal/Clinical Reporting.

EDUCATION

University of Louisville

Louisville, KY

Bachelor of Science in Business Administration in Computer Info. Systems May 2019

WORK EXPERIENCE

Pennyroyal Mental Health Center

Hopkinsville, KY

Fiscal / IT Support Analyst

June 2014 - Current

- Helped manage an Electronic Medical Record, for medical billing and system maintenance. Including medical billings, clinical reporting, state dataset reporting and auditing client accounts.
- Assisted in building and implementing/maintaining for Avatar and CMHC, Netsmart EMRs including: billing programs such as Medicare, Medicaid, State General Funds, and commercial insurances (including secondary/tertiary claims) along with processing remits/payments (835/EOB/RA/Checks) and reconciliation; Revenue Cycle Management and Accounting Functions; Claim denial management and submitting corrected claims; Overall system functionality and management; Creating medical assessments, notes, treatment plans; Reports for both fiscal and clinical staff members; overall system setup and functionality; and clinical/financial best practices. Also training MD's, APRN's, Office Managers, and other members on these various aspects of Avatar and their everyday use.
- Created Analytics website for high level and low-level employees could see productivity and other aspects of the business, in a visualized manner to help employees see their results visually than on paper. Including enhancement payroll system for clinical staff.
- Data Management and data conversion between multiple essential business systems. This includes MySQL Database management.

SKILLS

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| • SQL | • Medical Billing/EDI | • C# |
| • DB Management | • Accounts Receivable | • Medical RCM |
| • Crystal Reports | • HTML/JavaScript/CSS | • PHP |
| • EMR | • VBA/Excel | • Data Analytics |