

## Emily de Graauw

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### PROFESSIONAL SUMMARY

Experienced Revenue Cycle Analyst with 10+ years in revenue cycle optimization. Proficient in revenue cycle analysis and strategic communication to resolve issues and optimize performance.

### SKILLS

SQL, Advanced Excel, Tableau, SPSS Statistics, R Studio, Microsoft Access, Continuous Learning, Data Visualization, Data Reporting, Collaboration, Problem-Solving, Pattern Recognition, Adaptability, Attention to Detail, Project Management

### EDUCATION

***Bachelor of Science, Business Administration: Data Analysis and Behavioral Sciences***

Liberty University

May 2025

### CERTIFICATION

- Google Data Analytics Certificate

November 2024

### EXPERIENCE

***Revenue Cycle Analyst, Diversicare Healthcare Services    November 2016 - Present***

- Review, process, and code claims to ensure accuracy and compliance with billing guidelines and payer requirements.
- Resolve discrepancies and ensure timely claims submission to insurance companies and government payers.
- Monitor and analyze accounts receivable to identify and address any issues related to unpaid or denied claims.
- Follow up on outstanding accounts, generate aging reports, and facilitate collections efforts.
- Conduct regular audits and reviews to ensure adherence to billing regulations and internal policies.
- Analyze financial reports, including credit balance reports and adjustment reports, to identify trends and areas for improvement.
- Recommend and implement strategies to optimize revenue cycle performance and reduce days in accounts receivable.
- Train new employees on revenue cycle procedures, billing systems, and compliance requirements.
- Provide ongoing support and guidance to ensure adherence to best practices and operational efficiency.