***Cheryl Kirkwood***

***821 Robin Meadow Dr.***

***Desoto, Texas 75115***

***214-229-1338***

A Health Information Specialist with over 25 years of experience. I am looking to continue to be a catalyst for a hospital or clinical community setting that allows me to progress and maintain a vision of excellence in helping improve the health of the community and world. Providing a diverse and inclusive environment, that fosters intellectual discovery, creates and transmits innovative compassion and care, improves human health and provides medical leadership in the world.

***Business Skills***

Insurance Verification Request & Manage Authorizations Billing of Medicare &Insurance

Document Scanning Alpha Numeric Filling Release of Medical Records

Kinnser Scheduling Typing of 80 WPM/Keyboarding Intake

ICD-10 Coding/CPT Coding Customer Service EPIC/EMR

MS Office Oasis/CMS Knowledge Personnel Management

***Work Experience***

***Parkland Health & Hospital System 1995-2010***

Immtrac Clerk- Work closely with State Dept. of Health to Track Immunizations for County Patients.

HIM Clerk II- Pull Charts for appointed patients and SDA’s, File, Purging and Release of Information.

Floater Supervisor- In Charge if sending staff to various clinic location when staff was short, Scheduling and Managing Employee Time-Off. Making sure patient records were transported in a timely manner to various clinical settings.

Cancer Registry- Case Study Research Analyst making sure the proper cancer codes here documented to track the progress/decline of a patients illness from start to ending.

***Multiplan 2011-2013***

Insurance Negotiator, Coding Specialist explaining and researching codes, verifying documentation, reviewing of Doctors/Nursing Notes.

***Virtual Home Care 2013-2015***

Assistant Office Administrator- making sure the office flows properly, calling nursing staff regarding notes, ordering office and medical supplies, Weekly report to Owner. Keep track of Marketing Report, and Marketers. Handle all accounts for office and bill payment.

***Community Connection Home Care 2015-2017***

Billing/Scheduling Supervisor- Making Sure Claims are processed in a timely manner, approving schedules for nurses and creating according to Medicare calendar. Processing claims according to CMS and Insurance Guidelines. Sending in written disputes for unprocessed claims, posting of all payments.

***M&L Medical Services2017-present***

Office Manager- Scheduling of patients, Intake, Verifying Insurance, Ordering of Medical Supplies, verifying Mileage for nurses, Making sure orders are processed and returned timely for billing, verify codes, Creating Claims.