

# Kayce Williams

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## Objective

Accomplished, well-rounded individual seeking opportunity in health administration/management. Self-motivated, innovative, reliable and hardworking. Dependable with and ability to lead or work well as a team.

## Relevant Experience

June 2019 – Present – Full Time

### **Office Manager/Intake Coordinator | Home Health Care | Transitions Group**

- Prep billing for Medicare, Medicaid (RAPS, EOE, Private Payers, Oasis Submission), employee payroll, oversee office staff, manage/order medical inventory, maintain QAPI binders to meet regulations, as well as all duties listed below as Intake Coordinator.

October 2018 – June 2019 – Part Time

### **Intake Coordinator | Home Health Care | Transitions Group**

- Insurance eligibility, scheduling clinicians for home visits, communicating/collaborating with providers and medical offices regarding patient care, data entry, auditing patient charts, prior authorization, insurance enrollment, resourceful multitasking and prioritizing with prodigious organizational skills. Started taking on management tasks in December 2018 prior to being promoted to Office Manager full-time.

January 2017 – June 2019 – Full Time

### **Revenue Cycle Services | System Patient Access | IU Health**

- Insurance eligibility, scheduling, data entry, auditing patient charts, lean work (process improvement), prior authorization (medication and procedure) intake, order/results intake, medication refill intake, exceeds standards for benchmarks set forth by department, resourceful multitasking and prioritizing with prodigious organizational skills

## Education

Indiana University Richard M. Fairbanks School of Public Health, Indianapolis, IN

- Bachelor's Degree, Health Services Management
- Dean's list Recipient

## Qualifications

- Proficiency is Microsoft Suite (Excel, Word, PowerPoint, Outlook etc.), Availity, Ability, OneSource, Medicaid Portal, CMS, EMR (Cerner and Kinnser/WellSky), Allscripts, familiarity with coding (CPT and ICD-10), some familiarity: Tableau, Power BI
- Training all new hires to the team, point person for team, leadership with ability to inspire, nominated for 2017 employee of the year.
- Lean (Process Improvement) Training: Green, A3 and Bronze completion, RIE (Rapid Improvement Event) Team lead and participation in approximately 10 RIEs

## References

**Kelli Whitmire:** Transitions Home Health – Director of Nurses - Supervisor

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**Kim Younger:** IU Health – Revenue Cycle Services – Supervisor

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**Brittnee Garrido:** IU Health – Revenue Cycle Services - Manager

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