Andrew Sirico
Clifton, New Jersey
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Highly motivated, energetic, and personable individual with excellent work management skills and exemplary work ethics. Demonstrated ability to handle multiple responsibilities, meeting priorities and deadlines.

Work Experience:

Visiting Nurse Service of New York - New York, NY – Compliance Program Assistant
November 2018 – February 2019
- Conducted walkthrough audits for educational purposes to understand and report the potential risk factors involved with data retention
- Analyzed data of visit information to find and prevent fraud, waste, and abuse internally
- Assisted Legal Department by transcribing and formatting a contract agreement into a more manageable format for business leads to identify integral parts

Visiting Nurse Service of New York - New York, NY - Compliance Intern
June 2018- August 2018
- Managed data retention concerning private healthcare information by reducing physical records and ensuring the retrieval of such information digitally
- Compiled new information in regulatory library from legal databases while updating outdated rules and regulations
- Managed the communication of confidential HIPAA related matters

Visiting Nurse Service of New York - New York, NY - Credentialing Intern
June 2017- August 2017
- Updated provider status in Salesforce by entering in updated information gathered from online databases
- Researched and documented sanctioned providers in New York to ensure sanctioned providers are out of system
- Managed patient information regarding insurance and plan of care

Education:

May 2018 - Montclair State University, Montclair, NJ   GPA: 3.24
Bachelor of Art (BA) History
- Native American Studies
- Women in American History
- History of the American Worker Since 1877

Pre-Law Studies Minor
- Legal Research
- Legal Writing
- Practical Reasoning

Skills: Microsoft (Word, Excel, PowerPoint, Outlook, Forms), Salesforce, LexisNexis, Westlaw, JSTOR, Survey Monkey, Gmail

References: Available Upon Request