

Skills

Medical Terminology			
Insurance Knowledge			
Utilization Review			
Medical Coding			
Analytical Skills			
Communication			
Problem Solving			
Documentation			
Regulatory Compliance			
Time Management			
Critical Thinking			
Teamwork			
Research Skills			
Microsoft Office			
Data Analysis			

Soft Skills

Critical Thinking				
Attention to Detail				
Time Management				
Problem Solving				

Languages

- English

Spanish

Professional Summary

Results-driven Utilization Review Specialist with 15 years of experience in the healthcare industry. Proven track record of improving efficiency and accuracy in utilization review processes, resulting in a significant decrease in denied claims. Skilled in analyzing medical records, identifying appropriate levels of care, and ensuring compliance with insurance guidelines. Recognized for developing and implementing training programs that have increased team productivity by 20%. Strong communicator with a passion for delivering high-quality patient care while maximizing cost-effectiveness.

Work Experience

Senior Utilization Review Specialist

Healthcare Solutions Inc.

Jan 2008 - Present

- Managed a team of utilization review specialists to ensure timely and accurate reviews of medical records
- Developed and implemented utilization review protocols to streamline processes and improve efficiency
- Collaborated with healthcare providers to optimize patient care and ensure appropriate resource utilization
- Achieved a 20% reduction in unnecessary medical procedures through effective utilization review practices
- Trained new staff on utilization review guidelines and best practices

Utilization Review Specialist

Healthcare Partners LLC

Jun 2002 - Dec 2007

- Conducted thorough reviews of medical records to determine medical necessity and appropriateness of care
- Communicated with insurance companies to obtain authorization for medical procedures and treatments
- Collaborated with healthcare providers to ensure compliance with utilization review guidelines
- Identified opportunities for cost savings through utilization review and recommended process improvements
- Managed a caseload of 50+ patients and ensured timely review of medical records

Education

Masters in Healthcare Administration

University of California, Los Angeles

Jan 2003 - Jan 2005

Focused on healthcare management and policy, preparing for a leadership role in healthcare organizations.

Bachelors in Nursing

University of Michigan

Jan 1998 - Jan 2002

Developed a strong foundation in nursing principles and practices, with a focus on patient care and healthcare delivery.

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J Ma



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Administrative Assistant's and Secretary's Handbook James Stroman, Kevin Wilson, Jennifer Wauson, 2012 A treasure trove of practical tips and invaluable tools for administrative professionals it doesn't get much better than this book BookViews.com
MS Office XP, 2002 The I Series Applications textbooks strongly emphasize that students learn and master applications skills by being actively engaged by doing These texts have been written with clear error free and unambiguous steps to accomplish tasks that lead to a finished document worksheet or database table The authors made the decision that teaching how to accomplish some task is not enough for complete understanding and mastery Prior to introducing steps the authors discuss why the steps students are about to experience are important and what role the steps play in the overall plan for creating a document workbook or database

What You Should Know When Looking for a Job in Today's Marketplace, 2nd Edition Richard A. Wittmeyer, 2011-01-20 The Hiring Process Yesterday versus Today Years ago it was fairly easy to find a new position Search firms would call you with a position opening and you could take your time selecting between job offerings Or friends contacted you with tips that a company down the road was hiring and needed people with your skills All that you needed to do was to update your resume from time to time and everything fell into place Today we have a different situation the marketplace is crawling with competition for those jobs The time to sit back and think that a company will find you is no longer realistic You need to put together a well thought out action plan to seek the job you want This book will assist you in setting new goals and evaluating new career options It will help you manage your job transition and employment campaign in a realistic systematic and organized way What You Should Know When Looking for a Job in Today's Marketplace 2nd edition shares effective job search methods and a plan of action that will assist Those that are out of work and seeking employment Those anticipating a reduction in the workforce at their company and are out looking for other opportunities Military personnel returning to civilian life and are seeking employment College students just graduating and ready to enter the world of work People dissatisfied in their current positions and want to move on More mature job candidates that are out of work and not ready for retirement Those returning to the workplace after many years of absence The book will assist you in setting employment goals and evaluating new career opportunities It will help you manage your job transition and employment campaign in a systematic and organized way by providing you with the needed tools skills and knowledge that will ensure a successful outcome Dr Richard Wittmeyer relies on his thirty years of experience in talent acquisition career and performance management human resources employment coaching and strategic organizational development in order to help others productively manage a job transition during these uncertain times Job seekers will learn how to Identify their personal strengths and job accomplishments Design and implement a job search and networking strategy that works Construct and present a resume and cover letter that sells Target the job search through the use of solid letter writing and telephone campaigns Realize the importance of Networking and how to make it happen Make a great

impression during the interview Develop an elevator speech that will identify you as a person of interest Accept the position that you desire Settle into your new job Special Feature Land that new job right after college Special Feature Develop an employment strategy for those over 50 And much more Despite today's challenging times in the job market there are still success stories happening every day as companies continue to look for talented people The practical information and concrete examples included in this valuable field manual will help guide others to success by teaching a complete process that helps anyone take control of their employment future

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Your Career Julie Griffin Levitt, 1996 Your Career How to Make It Happen helps students plan their career path and find their first job Guiding students through the career planning process the text covers self analysis information sources and the job search The preparation of resumes cover letters and other marketing tools the application process and the interviewing are also discussed Contemporary topics addressed include assertion and positive attitude what employers look for in potential employees positive and negative nonverbal behavior employment tests salary negotiation drug testing and how to leave a job gracefully

Academy; a Weekly Review of Literature, Learning, Science and Art, 1890 The Poetical gazette the official organ of the Poetry society and a review of poetical affairs nos 4 7 issued as supplements to the Academy v 79 Oct 15 Nov 5 Dec 3 and 31 1910

The American Review of Reviews Albert Shaw, 1916 **The American Review of Reviews**, 1915 **Microsoft Office 2003** Stephen Haag, James T. Perry, Amy Phillips, Merrill Wells, Paige Baltzan, 2004 Emphasizes that students learn and master applications skills by being actively engaged by doing Prior to introducing steps this I Series Applications textbook discusses why the steps students are about to experience are important and what role the steps play in the overall plan for creating a document workbook or database

New York Produce Review and American Creamery, 1919 Saturday Review, 1963 *The Journal of the Institution of Electrical Engineers*, 1928 *The Review of Reviews* William Thomas Stead, 1925

Railway Review, 1883 **Digest; Review of Reviews Incorporating Literary Digest**, 1928 **The American Produce Review**, 1919 Iron & Coal Trades Review, 1908 Vol 115 includes Diamond jubilee issue 1867 1927

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Shaw,1929

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