

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
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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 Jan 2008 - Present
Healthcare Solutions Inc.

- 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 Jun 2002 - Dec 2007
Healthcare Partners LLC

- 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 Jan 2003 - Jan 2005
University of California, Los Angeles

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

Bachelors in Nursing Jan 1998 - Jan 2002
University of Michigan

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

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JL Elias

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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 todays 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

Practical Druggist and Pharmaceutical Review of

Reviews ,1919 *My Hardcover Book* Saeed Ullah Jan,2018-01-28 Life in today s world would be unimaginable without computers They have made human lives better and happier There are many computers uses in different fields of work Engineers architects jewelers and filmmakers all use computers to design things Teachers writers and most office workers use computers for research word processing and emailing Small businesses can use computers as a point of sale and for general record keeping Computers are now the major entertainers and the primary pass time machines We can use computers for playing games watching movies listening to music drawing pictures Most of the medical information can now be digitized from the prescription to reports Computation in the field of medicine allows us to offer varied miraculous therapies to the patients ECG s radiotherapy wasn t possible without computers

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 **Musical Courier and Review of Recorded Music** ,1918 **American Monthly Review of Reviews** Albert

Shaw,1929

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