

Name

Address

City, State

Phone XXX-XXX-XXXX (home), XXX-XXX-XXXX (cellular)

Email address.com

EDUCATION

Creston High School

Grand Rapids, MI
06/1984

Buxton University – BA in Business Administration

Major - Business Management

London, UK
10/1999

CERTIFICATIONS

Contract Management – USAF Training

Denver, CO
01/1996

EXPERIENCE

Overview of Qualifications/Experience

- Medical/Insurance Contract Negotiations, Contract Management, Network Development, Provider Relations, Network Strategy
- Training and Development of Employees and Customers (10 years), topics ranging from claims processing, eligibility maintenance, utilization management, plan benefits, provider and contract maintenance, contract compliance, contracting policies, experience with HIPAA transactions
- Proficient using and understanding of various reimbursement methodologies, including, but not limited to, RBRVS, DRG's per diem, case rates etc
- Budgeting and analysis
- Data entry/Customer Service
- Cable Installation/Service

Training Completed

Contract Management, Contract negotiations, Office Administration, Account Control, Account investigation, Publications Management, Administrative Communications Management, Staff Development Trainer, Leadership and Management of Personnel, Quality Management (and others)

Software