

Tuesday, August 19, 2014

Mary Catherine Miller

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LVN WITH DOCUMENTED HISTORY OF SUCCESS

Medical Review – Training – Medicare – Coding

I have extensive experience in **Electronic Medical Record Review, Medical Necessity Determination**, and the **Centers for Medicare & Medicaid Services (CMS) Policies**. My success has been due, in part, to my ability to organize, prioritize, and communicate with others effectively. This has enabled me to co-operate and interact with colleagues and management to consistently achieve superior results for my employers.

SUMMARY OF KEY ACHIEVEMENTS

- Licensed Vocational Nurse in Texas
- Designed and implemented successful training program
- Created training manuals and job aids
- Developed efficiency tools and techniques
- Initiated resource list structures
- Completed Medical Coding Course

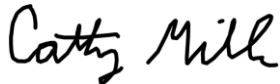
A creative problem solver; I am dedicated to honesty, integrity and accuracy while supporting high performance teamwork. I have demonstrated abilities to foster efficiency and initiative leading to exemplary job performance ratings. Exceptional results throughout my career came from innovation, organization, continuous improvement and decisive execution.

If you were to ask my previous employers and associates how they would describe me, I am confident they would reply, ***“Cathy continues to provide impeccable professional services grounded in quality standards and best practices. She is ethical, knowledgeable, resourceful, and self-motivated, and has a deserved reputation for maintaining a positive attitude, building relationships, managing a multitude of tasks and challenges, and being the hardest working employee.”***

As a team-oriented professional, I welcome the opportunity to meet with you to discuss how my experience, education, and skill set would be of benefit to your organization.

Thank you for your time and consideration.

Sincerely,



Cathy Miller

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CORE COMPETENCIES & SKILL AREAS

Communication (Listening, Verbal, Written) | Creativity and Resourcefulness | Confidential Record Keeping | Documenting & Reporting | Internal Training | Sound Judgment and Decisiveness | Cooperation/Teamwork | Resilience and Flexibility | Reliability | Continuous Improvement

Computer & Technical Literacy: Microsoft Office (Word, PowerPoint, Excel, Outlook), Corel (PaintShop Pro, PDF Fusion), GoldWave (sound editing software), SourceForge (Audacity audio editor), Social Media Platforms

EDUCATION

CENTRAL TEXAS COLLEGE **CERTIFICATE IN VOCATIONAL NURSING** **JUNE 1992**

- Licensed Vocational Nurse

PENN FOSTER CAREER SCHOOL **MEDICAL BILLING AND CODING** **JULY 2014 - PRESENT**

- Diploma program with Certified Coding Assistant (CCA) and Certified Coding Specialist (CCS) exam preparation

RELEVANT EXPERIENCE

CGS ADMINISTRATORS, LLC **LVN, MEDICAL REVIEWER** **OCTOBER 2013 – PRESENT**

- Review Medicare appeals electronic medical records for medical necessity and write independent decision letters.
- Handle appeals for Jurisdiction fifteen (J15) for a Medicare Administrative Contractor (MAC).
- Review electronic claims through the Medicare Fiscal Intermediary Standard System (FISS).
- Skilled with International Classification of Diseases (ICD)-9 and Current Procedural Terminology (CPT) codes.
- Knowledgeable in Centers for Medicare & Medicaid Services (CMS) policies for Medicare coverage.
- Knowledgeable in CGS Medicare MAC Local Coverage Determinations (LCD) policies for Medicare coverage.
- Developed organized, categorized resource lists and links as bookmark (favorites) files for nurses.
- Competent with InterQual inpatient admission evidence-based clinical decision support.
- Familiar with the OnBase electronic file management system.

PALMETTO GBA **LVN, MEDICAL REVIEWER** **OCTOBER 2012 – OCTOBER 2013**

- Reviewed Medicare appeals electronic medical records for medical necessity and wrote independent decision letters.
- Handled appeals for Jurisdiction One (J1) and J15 for a Medicare Administrative Contractor (MAC).
- Skilled with ICD-9 codes, CPT codes, CMS policies, and the FISS electronic claims system.
- Knowledgeable in Palmetto Medicare MAC Local Coverage Determination (LCD) policies for Medicare coverage.
- Created job aids and supplemented PowerPoint presentations with screenshots and descriptions.
- Competent with InterQual inpatient admission evidence-based clinical decision support.
- Experienced with Palmetto Appeals System (PAS) and the iFlow Workflow Management System.
- When CGS Administrators, LLC, stopped subcontracting its J15 contract to Palmetto GBA, nurses transitioned to CGS.

TRAILBLAZER HEALTH ENTERPRISIS, LLC **LVN, MEDICAL REVIEWER** **APRIL 2007 – OCTOBER 2012**

- Reviewed Medicare appeals electronic medical records for medical necessity/wrote independent decision letters.
- Handled appeals for Jurisdiction Four (J4) for a Medicare Administrative Contractor (MAC).
- Skilled with ICD-9 codes, CPT codes, CMS policies, and the FISS electronic claims system.
- Knowledgeable in Centers for Medicare & Medicaid Services (CMS) policies for Medicare coverage.
- Knowledgeable in TrailBlazer Medicare MAC Local Coverage Determinations (LCD) policies for Medicare coverage.
- Designed, structured, and implemented the Part A Redeterminations training program.
- Created training manuals and job aids.
- Trained nurse reviewers in appeals processes, systems and letters.
- Participated in team meetings to identify opportunities for improvement and develop recommendations.
- Assisted with creating and completing the Part A training manual.
- Competent with InterQual inpatient admission evidence-based clinical decision support
- Experienced with Management of Electronic Documents System (MEDS) and Document Manager (ESS).
- When TrailBlazer closed, the nurses transitioned to Palmetto GBA, a sister company, to continue working appeals.

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OTHER EXPERIENCE

HCA, MEDICAL CENTER OF ARLINGTON	<i>HOSPITAL SCHEDULER</i>	JANUARY 2003 – APRIL 2007
SKILLED NURSING FACILITIES (DFW and Central TX)	<i>LVN, CHARGE NURSE</i>	1992 – 2003
MCCULLOCH COUNTY EMS (Part-Time)	<i>EMT/CPR INSTRUCTOR</i>	1992 - 1994

OTHER EDUCATION

CENTER FOR INNER PEACE, LLC	CERTIFICATES OF HYPNOTHERAPY	SEPTEMBER 2011
<ul style="list-style-type: none">• Certified Master Hypnotist• Past Lives Regressionist• Life Between Lives Regressionist		
AMERICAN SCHOOL OF HYPNOSIS	DIPLOMA OF HYPNOTHERAPY	AUGUST 2009
<ul style="list-style-type: none">• Certified Hypnosis Practitioner		
RICHLAND COLLEGE	CERTIFICATE IN MEDICAL CODING ICD-9 AND CPT	OCTOBER 2008
<ul style="list-style-type: none">• Licensed Vocational Nurse		