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| --- | --- |
| Name: |   Elizabeth Hale |
| Phone: |   314-761-7129 |
| Email: |   bhale33@gmail.com |
| Location: |   US-MO-Ballwin-63021 () |
| Last Modified: |   7/11/2019 2:43:12 PM |

 Work History

|  |  |  |
| --- | --- | --- |
| Company Name: |   Molina Healthcare | 02/01/2010 - Present |
| Job Title: |   RN - Medical Claims Review/Concurrent Review |
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| Company Name: |   St. Luke's Hospital | 08/01/2008 - 02/01/2010 |
| Job Title: |   RN - Renal/GU/Med-Surg |
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| Company Name: |   St. Luke's Hospital | 08/01/2007 - 08/01/2008 |
| Job Title: |   Business Analyst |
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| Company Name: |   St. Luke's Hospital | 09/01/2005 - 08/01/2007 |
| Job Title: |   Senior Patient Account Rep - Billing |
|  |
| Company Name: |   St. Luke's Hospital | 09/01/2004 - 09/01/2005 |
| Job Title: |   Patient Account Rep |
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| Company Name: |   SSM Physician's Organization | 11/01/2002 - 03/01/2004 |
| Job Title: |   Medical Receptionist |
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| Company Name: |   SSM Home Care | 03/01/1999 - 11/01/2002 |
| Job Title: |   Clerical Staff |
|  |

 Education

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| --- | --- | --- | --- |
| School: |   Southeast Missouri State University | Graduation Date: |  |
| Major: |   Nursing/Registered Nurse (RN, ASN, BSN, MSN) |
| Degree: |   Bachelor's Degree |
| School: |   Chamberlain College of Nursing | Graduation Date: |  |
| Major: |   Nursing |
| Degree: |   Associate Degree |

 Additional Skills And Qualifications

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| --- | --- | --- | --- |
| Recent Job Title: |    RN - Medical Claims Review/Concurrent Review | Recent Wage: | 0 per  |
| Security Clearance: |   No |  |  |

 Desired Position

|  |  |  |  |
| --- | --- | --- | --- |
| Desired Wage: |   60000 per  year | Desired Employment Type: |  |
| Desired Travel: |   Up to 25% |   Desired commute: |  |
| Desired Relocation: | No |  |

 Resume

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| Elizabeth Hale1210 H Wicklow Road | Manchester, MO 63021home tel: 636-527-5357 | mobile tel: 314-761-7129 |bhale33@gmail.com\*\*\*\*\*\*\*\*\*\*\*\*OBJECTIVEA rewarding position in the healthcare field that will leverage my 11+years of experience to enhance an organization's goals and objectives.AWARDS &amp; ACHIEVEMENTSMarch 2008St. Luke's Hospital FACES Award (Friendly/Available/Caring/Efficient/Safe)CAPD CertifiedCERTIFICATIONSMissouri Licensure - 2008013065PROFESSIONAL EXPERIENCEMolina Healthcare | St. Louis, MORN - Medical Claims Review/Concurrent Review | February 2010 - PresentCurrently responsible for all medical claims review, to verify appropriate billing. Reviewing medical records and applying InterQual Criteria for all inpatient and observation level of care appeals/retro-reviews. Reviewing outpatient appeals for medical necessity and prior authorization, entering and adjusting authorizations as necessary. Conncurrent review for inpatient/observation stays utilizing 2010 InterQual Criteria, on an as needed basis.St. Luke's Hospital | Chesterfield, MORN - Renal/GU/Med-Surg | August 2008 - February 2010Responsible for up to seven patients per shift on a busy Renal/GU/Med-Surg floor. Position requires assessments, medication passing, CAPD, CBI, and charting in EMR. Charge nurse at least seven shifts per six-week schedule; responsible for all floor codes, rapid responses, assignments and staffing per shift.Business Analyst | August 2007 - August 2008Responsible for transmitting all insurance claims to payers. Responsible for all month- and year-end totals, and for CMS compliance. Compiled numerous daily/weekly/monthly reports. Maintained claims database, worked closely with all departments on charge errors, and maintained charge master for entire hospital and its entities. Worked closely with Director of Patient Financial Services and managers. Audited work of Billing Senior. Conducted STI testing for STAR (McKesson product).Senior Patient Account Rep - Billing | September 2005 - August 2007Responsible for daily claims in claims data base and various daily financial reports. Created daily claims file to be transmitted to payers. Worked closely with medical records on claims in error. Handled all Missouri Medicaid billing and collecting. Conducted all biller training and auditing. Worked on system issues and transmitting claims to payer when business analyst was not available.Patient Account Rep - Billing | September 2004 - September 2005Responsible for daily claims in claims data base and various daily financial reports. Created daily claims file to be transmitted to payers. Worked closely with medical records on claims in error. Handled all Missouri Medicaid billing and collecting.Patient Account Rep - Cash Posting | March 2004 - September 2004Responsible for posting insurance and patient payments to patient accounts, downloading electronic payment files and ensuring accurate posting to patient accounts. Assisted at cashier's office, answered patient/visitor questions, counted dietary and other miscellaneous money, and made deposits for the hospital.SSM Physician's Organization | St. Louis, MOMedical Receptionist | November 2002 - March 2004Answered telephone, scheduled appointments and checked patients in/out of busy multi-physician practice. Filed charts, pulled charts for patient visits and routed phone messages. Phoned in refills to pharmacies. Entered charges, collected co-pays, and ensured patient data was accurate in computer database.SSM Home Care | St. Louis, MOClerical Staff | March 1999 - November 2002Posted insurance and patient payments to patient accounts. Maintained documentation/charts for Maternal/Child program. Entered charges into system for billing purposes. Scheduled home visits for Maternal/Child RNs, and maintained their schedules.EDUCATIONSoutheast Missouri State University, Cape Girardeau, MO | Currently enrolled in RN to BSN programChamberlain College of Nursing, St. Louis, MO | Associates Degree in Nursing, 3.5 GPATECHNICAL AND ADMINISTRATIVE SKILLSAdvanced proficiency in MS Office, including Excel, Word and OutlookSupervisory skills, scheduling skills, interpersonal communication skills, exceptional customer service skillsREFERENCESProvided upon request |