

Donna OMalley

Adjunct Faculty - Moraine Valley Community College

Palos Heights, IL 60463

pudgie1856@aol.com

+1 708 205 0043

Office management professional with success and experience in management including payroll, billing, hiring, and training. Handled over 50 solo practitioners and groups with over 75 to 100 physicians total in multi-states.

Work Experience

Adjunct Faculty

Moraine Valley Community College

2004 to Present

Teaching Insurance Reimbursement

Senior Reimbursement Specialist

Marca - Burbank, IL

October 2018 to February 2022

Donna M. O'Malley, MBA, CCS-P

Cell Phone 708-205-0043

Email: pudgie1856@aol.com

Career Summary

Office management professional with success and experience in management including payroll, billing, hiring, and training. Handled over 50 solo practitioners and groups with over 75 to 100 physicians total in multi-states.

Employment:

ODD JOBS:

Carson's

Nov 2017 - Aug 2018 Sales Associate - They closed
Sanija Bajramovic, MD Helped her with different items

July 2018 - Aug 2018

MARCA Contract job at a Medical Billing Service

Oct 15 -12/31/2018

CURRENT AND PAST POSITIONS

1. MARCA Senior Reimbursement Specialist

1/2/2019 to 02/18/2022

Advanced Heart Group Practice Manager

March 2018-June 2018

Enhanced Medical Revenue Director

March 2017-June 2017

Foti Chronopoulos, MD, SC Billing Manager

Women's Care Group

April 2012 to 2017

- § Overseeing charge entry, payment posting and collections
- § Charges are entered the next day, payments entered within one day
- § Aging done monthly
- § Payments verified against the fee schedule daily
- § Various policies instituted for billing/collections/rejections
- § Meaningful Use Attestation (which is now part of MACRA)
- § Physician Quality Reporting System (which is now part of MACRA)

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Dermatology Associates of LaGrange Director of Operations

January 2012 to April 2012

- § Overseeing Billing and Collections
- § Managing the Medical Assistants
- § Overall operations and improving performance, productivity, efficiency and profitability

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MedCentrix, Inc. Manager Coding & Billing Compliance

September 2009 to January 2012

- § Coding for Pediatric Radiology and Pathology
- § Review coding for surgeons of other specialties (Neurosurgeon and General Surgeon)
- § Review documentation to approve the addition of modifiers when claims are rejected
- § Update staff and clients for CPT4 & ICD9 yearly changes
- § Perform E/M audits on Physician documentation
- § Prepare for ICD10 changes coming 2013 - Attended a 3 day seminar and took two online prep courses. Completed and passed the final test for certification
- § Provide information to IT to update Medical Necessity edits

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Marca Industries, Inc. Chief Executive Officer

Jan 1990 to Sept 2009

- § Day-to-day managing of a full service physician billing company
- § Hiring and training of staff of 25 to 30 employees
- § Preparation of payroll bi-weekly
- § Maintenance HIPAA standards
- § Respond to sales inquiries and meet with prospective Physician clients
- § Annually reviewed charge slips to update coding (CPT, ICD and HCPC's)
- § Update fee schedules and expect reimbursement as needed
- § Maintained relationships with Physician clients through follow-up calls and meetings
- § Assist Physician clients with credentialing
- § Train Physician client's staff on or off-site (We had an online program that we offered)
- § Conduct coding seminars for the Chicago Medical Society
- § Give presentations at hospitals for physicians/residents
- § Relocated offices
- § Increased data entry staff from four to over 25
- § Hire/develop/train middle management staff to meet needs of organization
- § Keep personnel current on government rules and regulations as they are updated

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Moraine Valley Community College Adjunct Faculty

2004 to present

§ Teaching Insurance Reimbursement

Education:

Bachelor of Arts - Alverno College Milwaukee, WI

Major in Management, Minor in Sociology

2004 MBA St-Xavier University GPA 3.85

Certificate in Managed Care

2000 CCS-P Certification to current

2011 - ICD10CM and ICD10PCS Certification

2017 - OSHA 30 hour coursetaking care of clients doing their billing and collection

Practice Manager

Advanced Heart Group

March 2018 to June 2018

Director

Enhanced Medical Revenue

March 2017 to June 2017

Billing Manager

Foti Chronopoulos, MD

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Education

MBA

Xavier University

2004

Bachelor of Arts in Management

Alverno College Milwaukee - Milwaukee, WI

Skills

- CPT Coding
- ICD-10
- Practice Management
- ICD Coding
- Medical Billing
- Medical Coding
- ICD-9
- EMR Systems
- HIPAA
- Healthcare Management

Certifications and Licenses

Medical Coding Certification