

Bianca Diaz

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Experience

Medical Solutions Staffing September 2021- Present

MSP/VMS Billing Specialist

- Manage traveling nurse contracts via the Optimizer/Vizient portal to ensure rates are loaded correctly
- Collaborate with recruiters and account managers to ensure nurse credentials and onboarding documentation is up to date
- Weekly invoice and bill Vizient, Connect and Lotus based upon individual nurse contract specifications
- Work closely with the payroll specialist to monitor delayed MSP/VMS invoices, as well as create invoices that come through wires
- Analyze financial and non-financial data to identify trends and create resolutions
- Collaborate with traveling nurses to ensure they are using Kronos as well as answer any inquiries or concerns regarding their assignment/contract

Nebraska Medicine December 2018 – September 2021

Patient Financial Services Operations

Reimbursement Senior Specialist

Job Description:

- Review both hospital and professional billing to ensure that CMS guidelines were followed
- Ensure that the revenue cycle: charge capture, claim submission, coding and billing and remittance process is done correctly to for a timely financial outcome and quality patient care
- Ensure that the facility/provider were paid by the insurance according to contract
- Record recoveries and losses after the appeal process
- Ensure that completing of the database record has been done appropriately
- Knowledge of all insurance policies for both medical and liability

Ortho Nebraska Hospital

October 2018-December 2018

HIM

Internship

Job Description:

- Review organization policies as well as HIPAA polices for medical records retention
- Management of Information, and Meaningful use
- Completed a Condition of Participation (CoP) Project
- Completed a Data Governance project as well as a Strategic plan for an HIE implantation assignment
- Worked closely with the HIM director and supervisor and report analytical trends

Nebraska Medicine

March 2016- December 2018

Patient Financial Services Operations

Medical Billing Senior Associate

Job Description:

- Review patient bills for accuracy and completeness and obtaining any missing information
- Prepare, review, and transmit claims using billing software, including electronic and paper claim processing
- Follow up on unpaid claims within standard billing cycle timeframe
- Check each insurance payment for accuracy and compliance with contract discount
- Call insurance companies regarding any discrepancy in payments if necessary
- Stay up to date on all changes or adjustments in coding and billing procedures
- Manage claims on an ongoing basis, potentially for multi-year durations.

Education

Clarkson College May 2017 - December 2019

Bachelors in Healthcare Administration (RHIA) Omaha, NE

Member of the National Society of Leadership and Success

Sigma Apla Pi

Metropolitan Community College July 2011- May 2015

Associates in Health Information Management Omaha, NE

Accounting Minor

Qualifications/Skills

- Revenue Cycle process
- Experience using Epic
- Professional and hospital billing expert
- Staffing experience
- Analytical and critical thinker
- Expert in coding and billing
- Expert in billing/payroll process
- Decision making skill
- Management and organizational skills
- Strong communication skills
- Knowledge and experience of accounting
- Medical Terminology
- Leadership skills

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