

Health Care Management Consulting Functional Resume

Regulatory Compliance Including Fraud and Abuse Litigation Support

- Survey and Education – Perform baseline review of practice coding and reimbursement systems to ascertain potential "audit liability". Train staff and physicians to correct and avoid further problems.
- Uncovered fraud and theft, developed corrective plans to prevent future occurrences.
- Investigative Assistance to Legal Council - Develop and implement corrective action plans.
- Establish Reimbursement Compliance Programs – Serves as a compliance consultant for several solo and group practices.
- Develops, facilitates & implements physical office laboratory inspection and compliance programs.
- Develops, facilitates & implements Risk Management programs for ambulatory and in-office surgical centers.
- Train and educate students of all educational preparation in compliance issues.
- Authored Chapters 18 & 20 of Charles Wold's, Managing Your Medical Practice Encyclopedia, published by AHAB Press
- Serve as Independent Review Organization
- Administration of Corporate Integrity Agreements
- Authored Medical Practice Policies and Procedures published by the American Medical Association

Billing and Reimbursement Issues

- Evaluate and audit contracted billing companies.
- Analyze billing methods and concepts to recommend appropriate coding and billing techniques.
- Forensic Billing- Establish and coordinate redevelopment of billing system from source data due to catastrophic events.
- Apply and processed procedure to obtain new CPT code through the AMA CPT process for new diagnostic procedure. Developed the necessary comparative cost analysis to establish reimbursement levels.
- Analyze computer system capabilities regarding required statistical and financial data.
- Select and install computer systems by determining needs of practice and development and implementation of its use. Facilitate conversions from one proprietary system to another.
- Analyze reimbursement issues and detail billing procedures to assist with operational changes,

new programs or service development, litigation support and for third-party investigations.

- Analyze reimbursement issues relative to appropriate billing approach (professional component, cost report, DRG implications, etc.)
- Train and educate employees of all educational preparation in proper billing and reimbursement issues.
- Identification and remedy of Denial Claims and processing for resubmissions for outpatient, inpatient, private practice.
- Assessment and analysis of Denial Codes during auditing of personnel in billing services.

Physician and Group Practice

- Practice assessment and enhancement - assisted physicians in improving systems for receivable management, policies and procedures, staff recruitment and training.
- Practice start-up - establish physicians in individual and group practice by assisting in practice volume projections, staffing, hiring and training, and developing patient accounting procedures. Assisted providers in obtaining capital to open practices.
- Collections and fee structure evaluation - review of the historical collection rates, the procedures used for billing and collection, define goals and objectives for personnel.
- Coding and billing - provides medical record review and analysis of codes utilized to ensure proper coding (CPT and ICD-9 CM).
- Forms design and procedures - reviewed and recommended improved procedures; prepared written procedures manual to cover all services, accounts receivable control, credit and collection, and personnel. Emphasis on reduced number of forms with improved results.
- Laboratory and radiology services evaluation - review the utilization of these services by existing patients and recommend equipment to provide best return on investment and increase patient service. Developed Laboratory Compliance Programs and assisted in inspections for certifications of CLIA and COLA compliance.
- Contract negotiations - assist in contract negotiations between physicians and associates.
- Employment contracts/productivity - assists groups in developing basis for employment contracts and set-up recording and reporting systems to monitor performance.
- Facilitate development of strategic plans for reorganization.
- Train and educate employees of all educational preparation in various group practice issues.
- Provide contracted practice administration services.

Hospitals

- Certificate of Needs- Facilitated and assisted in the design and establishment of in-patient dialysis unit.
- Forms design and procedures - reviewed and recommended improved procedures; prepared

P.O. Box 196717, Winter Springs Florida, 32719. Tel: 407.831.7575, Fax: 407.218.5009
website:<http://www.associatedhealthcare.org>. email: aha.kathym@yahoo.com Updated March 2012

written procedures manual to cover outpatient services, accounts receivable control, credit and collection, and personnel. Emphasis on reduced number of forms with improved results.

- Ambulatory care center - designed facility layout, and implemented policies and procedures; determine and implement improvements in reimbursement and profitability; certification issues.
- MSO/PHO - assist hospital in the organization and formation of solo and group practices including the operations and logistics involved in practice start-up.
- Provide medical record defensive review of nursing services for mal-practice litigation.

Ambulatory Surgical-Centers & Diagnostic Centers

- Assist in the feasibility and development of freestanding surgical centers.
- Assist in establishing billing problem resolution.
- Facilitate team in accreditation processes.
- Develop nursing skills assessment and certification system.
- Serves as contracted Licensed Risk Manager.
- Review billing and collection issues for radiology, MRI, CT and other diagnostic centers.
- Provided litigation support in cases of alleged fraud and abuse for defense attorneys (for hospitals, physicians, CT centers).
- Practice profitability reviews of diagnostic centers.
- Train and educate employees of all educational preparation in various group practice issues.

Case Management Services

- Nurse case management services for maritime/Jones Act injured workers. Providing support to injured workers and to physician regarding service delivery and reimbursement.
- Purchased TopCat educational company in April 2003 which is the leading provider of CEU education to case managers, adjustors and rehab professionals. It provide on-gong training and education services
- Evaluated and prepared life-care plans and provide expert testimony of such.
- Review and prepare for the defense medical records and supporting documentation.
- Establish utilization (pre-certification, concurrent and post payment) review systems for work place injury programs.

Nursing Home and Skilled Nursing Facility

- Reviewed and analyzed the clinical readiness of SNF's nursing services.

- Assisted in development of selection criteria for SNF's patients' services.
- Assessed the compliance of SNF to their compliance and CIA agreements.
- Developed nursing care plans and monitored documentation compliance.

Computerization

- EMR integration and conversions
- Analyze computer system capabilities regarding required statistical and financial data.
- Select and install computer systems by determining needs of practice and development and implementation of its use.
- Develops RFP's for selection of computer vendors.
- Facilitate conversions from one proprietary system to another.
- Evaluation, Selection of Computer software and hardware including training and conversion for physicians, physician groups, small hospitals, DME, and home health agencies.
- Provide educational programs on staff selection and personnel, budgeting, accounts receivable control, credit and collection, tax implications, and reimbursement issues.
- Facilitate data management integrity programs including system clean-up and training.

Health And Life Insurance

- Instructor with over 1000 hours of educational hours taught through TopCat Schools through the US and for FDFS License Type 2-18 for in life, health, insurance professionals. Content includes: general and ethical considerations of covered individuals in regards to claims, status reviews, regulatory auditing, compliance and risk reduction.
- Adjunct instructor at Seminole State College Department of Health Technologies training for Health Insurance Professionals.

BACKGROUND AND AFFILIATIONS

Education & Certifications

Credentialed: Certified Professional Coder- 2005
Credentialed: Certified Healthcare Business Consultant, 2001
Leadership Seminole Development Program, 2001
Credentialed: Certified Healthcare Compliance Consultant, 2000
Credentialed: Certified Licensed Health Care Risk Manager 1994
MSN Program University of Florida, Gainesville, Fl. 1992
Credential Certified Psychiatric/Mental Health Nursing. 1990
George Mason University, B.A. Health Care Management. 1987
Actualization, Inc. Leadership Development Training. 1981-1983
Northern Virginia College- Psychology
Prince George's College – A.A. Nursing 1978

Experience

Educator & Owner, TopCat, Totally Professional Consulting and Training, Winter Springs, Florida
Owner & Management Consultant, Associated Healthcare Advisors, Inc. Winter Springs, Florida
Adjunct Faculty Member, Seminole Community College, Medical Office Coding Specialist Certification Program.

Utilization Review & Regulatory Compliance, University Behavior Center, Orlando, Florida.

Faculty Member, Fairfax County Schools, Adult Education, Medical Office assistants, Certificate Program
Legal Nurse Consultant, American Claims Evaluation, Inc. Trenton, New Jersey.

Authorship & Publications

Tools For the Efficient Medical Practice –AMA Publishers 2008

Managing Your Medical Practice- AMA Publishers 2006

Author of several articles in magazines and newsletters on practice management issues, chapters in currently published books and creator of compliance, personnel and forms manuals.

Professional Associations

American Academy Family Practice Consulting Program

American Academy of Professional Coders

American Board of Healthcare Risk Management

Healthcare Compliance Resources

National Society Of Certified Healthcare Business Consultants

Seminole County/Lake Mary Regional Chamber of Commerce- 1998 Small Business Person of Year

Registered Nurse, Florida

Board Membership

Advisory Board- Technology and Health Sciences- Seminole State College

Past-President, National Society of Certified Healthcare Business Consultants

Academy of Family Practice –Editorial Review Board

Winter Springs High School -School Advisory Committee

Advisory Board- Medscape Web-Portal of Web-MD

Medical Economics Magazine –Editorial Review Board

Oak Forest Homeowners Association-Past Vice President

Seminole Community Mental Health Center –Past President

WMFE Radio 90.7 Community Advisory Board Member

Billing Rate:

\$400.00 hour litigation testimony support

\$200.00 hour billing, compliance and practice management reviews