M. Catherine Bailey

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**Work Experience**

**Revenue Compliance Analyst**

4/7/2012 – 10/1/2012

High Desert Medical Group

Lancaster, California

* Review hospital billed claims and medical records for billing accuracy.
* Review patient Emergency Room Reports, Operative Reports, Discharge Reports, MARs, Implant Record Sheets, and Chargemaster’s to determine if high cost drugs, implants, prosthetics and stop loss/high dollar accounts were documented to support the billed charges.
* Document findings for internal review and with appropriate hospital staff.

**Managed Care Financial Analyst**

5/16/2008 – 5/17/2011

Antelope Valley Hospital

Lancaster, California

* Contract Negotiations Team Member.
* Build contract pricing system to match negotiated contract to expected reimbursement.
* Develop Patient Financial Services contract pricing fact sheets.
* Liaison to Patient Financial Services for contract language, pricing, coding.
* Payor contact for contract dispute and credentialing.
* Reimbursement and Modeling analysis reports.

**Patient Financial Services Manager**

7/1/1994 -5/15/2008

Antelope Valley Hospital

Lancaster, California

* Responsible for the Commercial/Managed Care Billing, Government Billing, Follow Up, and Collection for a 420 bed acute care hospital.
* Managed 32 highly effective and productive employees consisting of nurse auditors, billers, follow up, collection and customer service.
* Monitored accounts receivables status, unbilled receivables, in-house A/R, claims held for coding, electronic billing, electronic payment, system upgrades.
* Compliance with regulatory guidelines.
* Wrote and analyzed patient accounting receivable reports and worked very closely with other departments and administrative staff.

**Technical Skills**

Proficient in Microsoft Office including Word, Excel and Power Point, Access Report Writer, 10 key touch.

**Education**

Lewis and Clark State College, undergraduate business general courses

Antelope Valley College, undergraduate general courses