

Skills

|                       |  |  |  |
|-----------------------|--|--|--|
| Medical Terminology   |  |  |  |
| Insurance Knowledge   |  |  |  |
| Utilization Review    |  |  |  |
| Medical Coding        |  |  |  |
| Analytical Skills     |  |  |  |
| Communication         |  |  |  |
| Problem Solving       |  |  |  |
| Documentation         |  |  |  |
| Regulatory Compliance |  |  |  |
| Time Management       |  |  |  |
| Critical Thinking     |  |  |  |
| Teamwork              |  |  |  |
| Research Skills       |  |  |  |
| Microsoft Office      |  |  |  |
| Data Analysis         |  |  |  |

Soft Skills

|                     |  |  |  |  |
|---------------------|--|--|--|--|
| Critical Thinking   |  |  |  |  |
| Attention to Detail |  |  |  |  |
| Time Management     |  |  |  |  |
| Problem Solving     |  |  |  |  |

Languages

- English

Spanish

Professional Summary

Results-driven Utilization Review Specialist with 15 years of experience in the healthcare industry. Proven track record of improving efficiency and accuracy in utilization review processes, resulting in a significant decrease in denied claims. Skilled in analyzing medical records, identifying appropriate levels of care, and ensuring compliance with insurance guidelines. Recognized for developing and implementing training programs that have increased team productivity by 20%. Strong communicator with a passion for delivering high-quality patient care while maximizing cost-effectiveness.

Work Experience

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| <b>Senior Utilization Review Specialist</b><br>Healthcare Solutions Inc.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Jan 2008 - Present  |
| <ul style="list-style-type: none"><li>Managed a team of utilization review specialists to ensure timely and accurate reviews of medical records</li><li>Developed and implemented utilization review protocols to streamline processes and improve efficiency</li><li>Collaborated with healthcare providers to optimize patient care and ensure appropriate resource utilization</li><li>Achieved a 20% reduction in unnecessary medical procedures through effective utilization review practices</li><li>Trained new staff on utilization review guidelines and best practices</li></ul> |                     |
| <b>Utilization Review Specialist</b><br>Healthcare Partners LLC                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Jun 2002 - Dec 2007 |
| <ul style="list-style-type: none"><li>Conducted thorough reviews of medical records to determine medical necessity and appropriateness of care</li><li>Communicated with insurance companies to obtain authorization for medical procedures and treatments</li><li>Collaborated with healthcare providers to ensure compliance with utilization review guidelines</li><li>Identified opportunities for cost savings through utilization review and recommended process improvements</li><li>Managed a caseload of 50+ patients and ensured timely review of medical records</li></ul>       |                     |

Education

|                                                                                                                          |                     |
|--------------------------------------------------------------------------------------------------------------------------|---------------------|
| <b>Masters in Healthcare Administration</b><br>University of California, Los Angeles                                     | Jan 2003 - Jan 2005 |
| Focused on healthcare management and policy, preparing for a leadership role in healthcare organizations.                |                     |
| <b>Bachelors in Nursing</b><br>University of Michigan                                                                    | Jan 1998 - Jan 2002 |
| Developed a strong foundation in nursing principles and practices, with a focus on patient care and healthcare delivery. |                     |

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**Robert R. Redfield**



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