

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

Senior Utilization Review Specialist

Healthcare Solutions Inc.

Jan 2008 - Present

- Managed a team of utilization review specialists to ensure timely and accurate reviews of medical records
- Developed and implemented utilization review protocols to streamline processes and improve efficiency
- Collaborated with healthcare providers to optimize patient care and ensure appropriate resource utilization
- Achieved a 20% reduction in unnecessary medical procedures through effective utilization review practices
- Trained new staff on utilization review guidelines and best practices

Utilization Review Specialist

Healthcare Partners LLC

Jun 2002 - Dec 2007

- Conducted thorough reviews of medical records to determine medical necessity and appropriateness of care
- Communicated with insurance companies to obtain authorization for medical procedures and treatments
- Collaborated with healthcare providers to ensure compliance with utilization review guidelines
- Identified opportunities for cost savings through utilization review and recommended process improvements
- Managed a caseload of 50+ patients and ensured timely review of medical records

Education

Masters in Healthcare Administration

University of California, Los Angeles

Jan 2003 - Jan 2005

Focused on healthcare management and policy, preparing for a leadership role in healthcare organizations.

Bachelors in Nursing

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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Albert A Gayle



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