KATHLYN MAE ELISON

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PROFESSIONAL SUMMARY

Accomplished Medical Records Analyst, Coder & Billing and Administrative Officer with over nine (9) years of combined experience in medical records management, finance operations, and office administration. Skilled in accurately maintaining and auditing patient records, ICD, CPT & HCPC codes, and ensuring HIPAA and Medicare compliance to support timely claim processing. Demonstrated expertise in streamlining office workflows, supervising staff, preparing financial and performance reports, and optimizing departmental operations. Proficient in electronic health records (EHR), practice management software, QuickBooks & Xero, with a strong track record of delivering actionable insights that improve operational efficiency and support data-driven decision-making.

CORE COMPETENCIES

- **Healthcare Administration:** Electronic Health Records (EHR), ICD, CPT & HCPC Codes, Medical Terminology, Practice Management Software
- **Finance & Analysis:** Data Analysis, Bank Reconciliation, Quickbooks, Xero Accounting Software
- **Project & Tool Management:** Smartsheet, HubSpot CRM, Asana, Google Workspace, Microsoft Office Suite, Canva
- **Operations:** Process Optimization, Team Coordination, Quality Assurance, Audit Management, Training & Development

PROFESSIONAL EXPERIENCES

Medical Billing and Finance Specialist January 2026 to October 2026
ProMed Preferred MN PLLC (Wounder Care) Minnesota, United States

- Documentation review and control to ensure completeness, accuracy and compliance of all encounters including ICD, CPT and HCPC codes for seamless reimbursement process
- Worked closely with the billing team to manage resubmissions, appeals and corrections while keeping track of all payments received and discrepancies as well as denials
- Monitored all supply-related activities including NPWT, PRP and Biologics (Allograft and Particles) to ensure financial accuracy and profitability
- Reviewed patient population, identify candidates for advanced procedures and escalate eligible ones for further evaluation

Medical Records Analyst December 2022 to December 2025
The Wound Pros, LLC California, United States

- Assisted clinical providers in documenting accurate medical records for patient service through live scribe and dictation
- Compiled, organized, and maintain patient information by utilizing the company's Electronic Health Record (EHR) while maintaining strict confidentiality
- Coordinated ordering and inventory of wound care products and medical supplies to maintain adequate stock levels and ensure uninterrupted patient care
- Performed 50-60 surveillance a day to evaluate wound's eligibility for advanced wound care treatment based on wound condition
- Assigned as a Quality Assurance Officer to review medical records to ensure accuracy and compliance with regulatory standards
- Assigned as the Audit Officer to analyze denied claims, correct documentation discrepancies, and realign charts for successful rebilling

- Assigned as the Training Officer to support new employees with smooth integration into company processes and standards
- Maintained flexible scheduling availability to effectively support clinical providers across multiple time zones (PST and EST)

Finance Operations Analyst August 2022 to December 2022
Braunweiss Massachusetts, United States

- Conducted detailed financial analysis to identify trends, variances, and patterns impacting revenue and operational expenses using structured data review and basic financial modeling techniques
- Created, updated, and maintained Excel and Smartsheet tracking systems to monitor departmental metrics, improving data accuracy and reporting efficiency
- Performed regular bank reconciliations using QuickBooks Desktop, QuickBooks Online, and Xero to ensure alignment between internal records and bank statements
- Assisted in preparing financial reports and support documents for internal review, ensuring completeness, accuracy, and compliance with organizational standards
- Supported daily finance operations by verifying data entries, reviewing documentation, and maintaining organized financial records for audit readiness

Sales Virtual Assistant August 2022 to December 2022
Scale My Clinic Victoria, Australia

- Entered and maintained lead activity data in HubSpot CRM, ensuring accurate documentation of sales interactions and clinic information
- Conducted online research on General Practice (GP) clinics and compiled organized records to support lead generation and future outreach
- Assisted the department head with administrative tasks, including contract preparation and coordination of onboarding requirements for new members
- Tracked clinic engagement and progress by maintaining updated records and organized reporting for internal use

City Government of Olongapo August 2017 to August 2022
Office of the City Treasurer, Administrative Officer Olongapo City, Philippines

- Managed daily administrative operations for a team of 50+ staff, optimizing office workflow, ensuring task prioritization, and maintaining compliance with city policies
- Prepared and analyzed periodic financial reports and quarterly performance reviews, supporting data-driven decisions and enhancing transparency in revenue collections and fund disbursement
- Oversaw and evaluated staff performance and office processes, implementing improvements that increased efficiency in document handling, data entry, and interdepartmental coordination

EDUCATIONS

- Master's in Public Management | 2020-2023 **Columban College, Philippines**
- Bachelor of Science in Business Administration (Major in Financial Management) | 2012-2017 **Gordon College, Philippines**

CERTIFICATIONS

- Health Insurance Portability and Accountability ACT (HIPAA) Compliance
- Data Breach Response Policy
- Combating Medicare Parts C & D Fraud, Waste, and Abuse
- Social Engineering Awareness & Cybersecurity Compliance
- Xero Advisor & Payroll Certified
- Local Treasury Eligibility