



Reverse Chronological Resume with Summary of Qualifications

Gerri Mitchell

5037 40th Avenue NE
Seattle, Washington 98105

(206) 526-3803
gmitchell@aol.com

OBJECTIVE: Medical Center Compliance Officer

QUALIFICATIONS SUMMARY:

- Five years experience in design and implementation of health care compliance programs
- Over six months experience in health policy review for large inner city medical center
- Strong understanding and application of medical billing, coding and audit controls to ensure compliance with the changes and modifications of federal and state regulations
- Highly effective at recognizing program problem areas and generating solutions
- Excellent oral and written communication skills including report writing
- Detailed organizer, coordinator and advocate in promoting medical program compliance
- Reliable developer of policies and procedures to maintain compliance
- Proficient in MS Word, Access, Excel, and PowerPoint; Internet applications

EDUCATION:

Masters in Public Health, University of Washington, Seattle, WA, June 2006

BS- Biology, University of Washington, *summa cum laude*, June 2000

BA- Business Administration, University of Washington, June 2000

RELATED EXPERIENCE:

Compliance Intern, **Harborview Medical Center**, Seattle, WA, 9/03 to present

- Evaluation and assessment of health policy for compliance with federal and state regulations in the trauma center.
- Recommended and implemented policy changes resulting in faster and more efficient processing of trauma victim admissions and coding.

Health Care Administrator, **Northwest Hospital**, Seattle, WA, 6/98 to 9/03

- Established and maintained federal/state compliance program for 500 bed city hospital which reduced government complaints by 80% within the first year.
- Reviewed, revised and refined processes and policies to create cross-discipline understanding of compliance procedures.
- Defended program in reports and presentations to hospital administrators and compliance investigators.