

Cheryl Bue
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EDUCATION

Old Dominion University, Norfolk, VA **01/2022-08/2023**
Bachelor of Science in Business Administration
Major: Accounting
GPA: 3.8

Presentation College, Aberdeen, SD **08/2006-08/2008**
Associate of Science in Medical Office Administration
Major: Medical Office Administration
GPA: 3.6

RELATED EXPERIENCE

North Dakota State Department of Human Services **08/2015-01/2022**
Medical Claims Analyst

- Reviewed flagged medical claims to determine if they could be resolved as is or if more information were required.
- Consistently exceeded production goals with a 98% average audit rate.
- Adhered to all federal guidelines governing protected health information.

Faulkton Area Medical Center, Faulkton, SD **03/2013-01/2015**
Health Information Department Manager

- Continued all duties as outlined below while taking on a leadership role in the department.
- Oversaw all coding, medical transcription, medical records, and ROI staff members.
- Attended Medical Staff meetings and maintained minutes and logs as required by state regulation.
- Prepared all necessary staff for the transition to ICD-10 coding guidelines and worked with EMR staff to ensure that computer systems were ready and in compliance.

Faulkton Area Medical Center, Faulkton, SD **10/2008-03/2013**
Lead Medical Coder

- Assigned ICD-9 and CPT both provider and facility charges to inpatient, outpatient, outreach physician and ED bills using Rural Health Clinic and Critical Access Hospital regulations.
- Reviewed Medicare and private insurance denials. Submitted appeals with additional information if applicable or sent to billing for write-off.
- Created educational materials to address improperly denied services and led educational meetings to update staff on best practices.

LEADERSHIP

AHIMA Certified ICD-10 Trainer
Treasurer for SDHIMA, 2012

SKILLS

3M Medical Encoder software
EPIC Electronic Health Record software