

MARY JONES
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A business systems analyst with 19 years of experience in financial services and automation, providing support for user communities of up to 2,500.

Expertise includes finance, accounting, budgeting, analysis and project management with outstanding interpersonal skills.

EXPERIENCE

N&M Health Care, Los Angeles, California

2006-Present

Senior Consultant

Directed the coordination and interpretation of information for auditing insurance company payments to hospitals in comparison to managed care contracts for the purpose of rebilling for correct payment.

- Coordinated the receipt of patient data from hospitals into the N&M system.
- Interpreted managed care contracts to determine contractual obligations.
- Audited insurance company payments in comparison to contractual obligations.
- Prepared financial reports for outside auditors and financial reporting.

University Medical Center, Los Angeles, California

2005-2006

Accountant, Special Projects

Projects included the development of the annual budget, charge review, coding for billing, fixed asset inventory, system development and enhancements to the billing system.

- Created policies and procedures for the fixed asset inventory, service charge maintenance and billing system.

Pasadena Medical Center, Pasadena, California

1992-2004

Manager of Fiscal User Support/Systems Development (1996-2004)

Directed the automated financial systems group that provided user support for California's largest medical center. Information processes covered patient financial data, including accounting, admissions, nursing order communications, patient accounting, collections and general ledgers for 90,000 patients per year, generating \$800 million in revenues.

- Directed the development and maintenance of the decision support database that included all patient related financial data going back six years.
- Spearheaded the startup of the Reference Laboratory Billing System, which created a new profit center within the medical center representing \$25 million in revenues.
- Initiated a charge and rate setting system that maximized reimbursements and increased net revenues by \$850,000.
- Instrumental in the startup of a skilled nursing facility. Provided assistance for compliance to government licensing regulations.
- Processed 600,000 general ledger account conversions to comply with new state regulations.

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Pasadena Medical Center, Continued

- Coordinated 250,000 billing transactions for hospital-based physician fees in Cardiology, Radiology and Laboratory with continued systems support.
- Trained 150 financial systems users in the use of admissions, patient accounting and collection systems.
- Oversaw user security throughout the finance department.

Financial Manager, Systems (1993-1996)

Represented the financial department in the development of new automated admissions, patient accounting and collection systems.

- Collected and summarized user information requirements for admissions and patient accounting from the entire Medical Center.
- Contributed to the successful launch of new admissions, patient accounting and collection systems. Converted data and developed interfaces.

Budget Manager (1992-1993)

Served as the first in-house manager of the budget process, covering operations and capital requirements in excess of \$300 million annually and 4,000 employees. Provided budgets on time for the entire medical center's management over three years.

Michaelson Accounting, City of Industry, California

1991

Consolidation Accounting Manager

Consolidated financial statements, general accounting and special financial projects for a large tax deferred annuity company. Reorganized accounting operations in the absence of permanent staff.

Nursing Services, Inc., Fullerton, California

1990-1991

Controller, Financial Manager

Directed accounting operations for three home health agencies and participated in its growth of 250%.

- Prepared monthly reports and government cost reporting.
- Assisted in setting up accounting operations for a new home health agency, including licensure and selection of offices.

EDUCATION

University of California, Los Angeles, Los Angeles, California

**Master of Business Administration, Management
Bachelor of Science, Finance and Marketing**

COMPUTER SKILLS

Hardware: IBM mainframes, DEC VAX and microcomputers

Software: DOS, TSO, SMS-FMS, Lotus, WordPerfect, MASS-II, Windows and Excel

Languages: COBOL and Basic