

Tyler Baker

90 North Underhill Station Rd,
Underhill, Vermont, 05489

thebakerspartyof3@gmail.com

802-238-2723

Profile

Very hard work-ethic...Work equally effectively individually or in a team Environment. Eager to learn and apply new information and skills...Goal-oriented... Pay careful attention to detail... Honest and loyal...Take directions well... Innovative Thinker... Great sense of humor...

Communication- Very detail and task-oriented in reviewing instructions and Completing assignments. Work well with others and am comfortable asking Questions when necessary.

Commitment- Committed to using company time honestly and efficiently, with an Eagerness to work and/or cover for absences of co-workers as needed.

Professional Experience

11/2020 – present
Burlington

Pre-Certification Associate, *Univeristy of Vermont Medical Center*

Obtains pre-certification or pre-authorization from insurers for services rendered to their insured members.

Researches patient information and obtains prior authorization for the requested services. Also is also responsible for follow up on any insurance rejection for lack of authorization as well as

Training and orienting new staff to the pre-certification division/processes.

Mentor entry level Pre-certification Associates in all phases of the job.

Verifies outside provider's authorizations to ensure accuracy.

work with providers and clinic supervisors to reschedule or escalate or cancel services where medical necessity and authorization cannot be obtained.assuring proper registration, Insurance eligibility, benefit management, medical necessity, coding, denial research and scheduling timelines.

04/2019 – 11/2020
South Burlington

Medical Billing Specialist, Aspent health

Learn and become proficient with the premiere pediatric system in the industry- Physician's Computer Company (PCC) Billing.
Efficiently analyze insurance claims throughout the submission process, insuring claims are accurately coded in a timely fashion, and for optimum reimbursement and compliance.
Ensure that all claims reach the payers, and independently resolve any issues (underpayments, denials, etc.) with the claims so they are paid fully and on time.
Post payments, organize processing of patient correspondence and statements.
Answer phone inquiries from patients regarding benefit coverage and making payments.
Consult with the practice manager, front desk staff and providers on a regular basis to implement and maintain quality assurance, optimal billing procedures and client satisfaction.

06/2016 – 2019
Burlington

Patient Care Coordinator Hem/Onc Clinic,

University of Vermont Medical Center Specialty Pharmacy (URAC Accredited)

Communicates with clinical pharmacist regarding any issues with insurance/delivery of Specialty Medication.
Works closely with patients to make sure they receive the right drug at the right time.
Develops a thorough knowledge of the pharmaceutical websites for specific SPRx Medications.
Develops a thorough knowledge of any local or national drug assistance plans to aid Under insured Patients or patients with an inability to pay
Ability to troubleshoot refrigeration and delivery issues to patients in rural areas of the UVM Medical Center network.
Works closely with nurses, physicians and clinical pharmacists to insure that the patient is Receiving their medication in a timely and cost effective manner.
Trains staff on order entry skills, which include processing medication orders accurately into the computer System utilizing a working knowledge of Latin abbreviations, pharmaceutical terminology, and UVM Medical Center policies and procedures.
Obtain prior Authorizations for Oncology medications. Familiar with Commercial, Federal, state insurance policies including Part D and B drugs

05/2009 – 06/2016
Burlington

PHARMACY SENIOR TECH, *University of Vermont Medical Center Main Campus*
Responsibilities include preparing I.V. mixtures, pediatric dilutions and Chemotherapy I.V. solutions as ordered, compounding TPNs, delivering medications Throughout the hospital, maintaining inventory of medications, outdating Medications, maintenance of Talyst, answering telephone requests.
Working among some of the best Oncologist in the state making Chemotherapy in a fast paced outpatient clinic.
Was promptly placed in I.V. room ahead of other long-term employees due to proven proficiency in other tasks.
Helped with hospital-wide transition to Prism/paperless orders.
Accountable for researching and manually posting charges that fail to reach IDX.
Assist the pharmacy buyer to make sure all items are processed and distributed to Appropriate locations through Vermont. Solve inventory problems and meet Regulatory needs related to drug shortages. Coordinate interdepartmental working Relationships to achieve specific goals. Approving invoices for up to \$100,000.

Education

01/2022 – present
Manchester

Social Work - Children and Families, *Southern New Hampshire University*

08/2003 – 2004
Bourbonnais

Nursing, *Olivet Nazarene University*

08/2002 – 05/2003
Beaver Falls

Pre-Med, *Geneva College*

References

Christopher Hodge, *Resident Emergency Doctor*, St. Joseph Health Center
330-469-7849

John Linton, *Police Officer*, Lexington Police Department
859-576-2689

Andrew Patterson, *Information Technology*, Northwestern Counseling & Support Services
802-309-0973