

**Jaclyn Dompieri**  
**900 Gary Smith Way**  
**Apartment #5102**  
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To Whom It May Concern,

I have had the good fortune to succeed and advance in many successful and challenging roles. My strength of excellent oral and written communication as well as my attention to detail are critical skills necessary in any task.

The lapse in my continuous upward career was due to taking time off to have a baby and, most recently, I became a full-time caregiver for a suddenly ill family member.

I would appreciate the opportunity to meet with you to discuss my potential contributions to your team.

Thank you for your time and consideration of my experience and credentials.

Sincerely,

Jaci Dompieri

**Jaclyn (Jaci) Dompieri**  
**900 Gary Smith Way**  
**Apartment #5102**  
**Forked River, NJ 08731**  
**Phone: 732-600-5847**  
**Email: [beachbum611@aol.com](mailto:beachbum611@aol.com)**

## **Professional Experience**

November 2019 – February 2020 Medi-Centrix, LLC

Neptune, NJ

### **A/R Account Supervisor**

- Supervised team for all A/R duties for assigned account; timely & accurate claim submission, claim correction, appeals, resubmissions, secondary, follow up until paid in full (commercial, MVA/WC, Medicare, self-pay)
- Reviewed A/R daily to deliver stats, report issues, drill into any changes, expose/respond to payer changes, shifted duties as trends were identified
- Held weekly team meetings, twice monthly client call; developed agenda and educational opportunities with continuous communication to my direct manager

September 2018 – October 2019 Reproductive Science Center of NJ

Eatontown, NJ

### **Horizon Project Manager**

- Assignment of resubmission and collection of massively backlogged global fee claims
- Held twice weekly/weekly conference calls with Horizon to review manual claim payment status
- Recovered over \$625K in global fee claims dating back to 2015, per our contracted rate
- Performed all other billing duties assigned; obtaining IVF/IUI/FET authorizations, financial counseling for patients with no insurance coverage, patient payment arrangements, obtained infertility benefits as well as worked general A/R

October 2016 – February 2018 Bayside Orthopedics, LLC

Toms River, NJ

### **Medical Billing & Coding**

- Responsible for all coding and billing of orthopedic surgeries as well as daily charges
- Post/adjust/bill secondary, tertiary or guarantor both electronic (import) and paper
- Aggressively work A/R to zero; writing appeals to commercial payors
- Reduced the overall A/R from \$347,587.00 to \$68,180.00 in six months' time
- Accounted for all daily deposits & proper allocation in patient account
- Sought out commercial payer policy updates to stay abreast of coding changes
- Maintained fluid and daily communication with physician, supervisor and coworkers

April 2013 – June 2016

The Community YMCA

Eatontown, NJ

### **Billing Coordinator/Project Manager/HIPAA Compliance Officer**

- Responsible for the day to day billing of Medicaid/Flex/Wrap Funds/NJ State contracts
- Initiated compliance for all documentation; aggressively followed all accounts to zero
- Reported financials to VP & CFO; trained outpatient branch counterpart in same
- As PM led search team to vet custom EHR software for specific organizational needs
- Negotiated final EHR contract/selected core implementation team
- Successfully led core EHR team through strict deadlines in custom build meeting compliance timeline
- In concert with IT, rolled out computer updates and subsequent trainings
- Facilitated troubleshooting, upgrades and ongoing training

August 2011 – April 2013      Ambassador Christian Academy      Toms River, NJ

**Director of Admissions**

- Develop, plan and execute events to increase school visibility
- Coordinate marketing events; cultivate leads
- Follow up on leads to enrollment
- Hosted Open House events; presented at school events
- Served on the Marketing Committee
- Served on the ACA Board; chaired committee 2010

October 2010 – March 2011      All-Care Physical Therapy Center, LLC      Whiting, NJ

**Revenue Cycle Manager**

- Responsible for overall billing cycle from initial phone call to posting payments/adjustments
- Supervised four receptionists, two at satellite offices; supervised three in-house billers
- Mediated contracting & credentialing issues; fee schedules
- Developed training in-services on proper documentation, coding, and Medicare guidelines
- Aggressively pursued A/R and denials
- Coordinated Medisoft training; enhanced user's skills & developed more efficient protocols

March 2006 – December 2008      Trips & Tours Travel      Brielle, NJ

**Director of Business Development**

- Manage all day to day office operations
- Supervised sales force of 14; 4 inside sales and 10 outside sales
- Administration of all HR functions and policy
- Responsible for all bookkeeping duties including payroll
- Secure all monies, reconcile registers and bank transactions, including corporate reporting
- Enrolled and attended multiple chambers of commerce meetings and functions

July 2002 – March 2006      Adaptive Home Therapy      Toms River, NJ

**Billing Manager**

- Responsible for all billing and collections both insurance and patient
- Posted all payments to accounts and adjusted according to fee schedule
- Follow up explanation of benefits to bring all accounts to zero
- Data entry of patient file; CPT & ICD-9 Coding per Medicare guidelines
- Maintained all Medicare documentation for billing coding guidelines

October 2000 – July 2002      Old Bridge Physical Therapy Associates      Old Bridge, NJ

**Office Manager/Billing Manager**

- Manage all day to day office operations
- Recruit, train and supervise all office personnel
- Supervise all billing and collection actions, including electronic billing
- Solicit and negotiate all insurance contracts and fee schedules; credentialing
- Pursue aggressive A/R; benefit confirmation prior to treatment and swift follow up to denials
- Implemented all HIPAA policy and procedures; developed required handbook for same

March 2000 – November 2000      Adecco Employment Services      Pt Pleasant Beach, NJ

**Permanent Placement Specialist**

- Responsible for start-up of Permanent Placement division in local branch
- Created own client base through sales at expos, trade shows and cold calling
- Recruited, screened, tested, reference and credential checked all candidates in preparation for direct hire
- Coordinated and authored all press releases, open house networking event and public relations to announce new permanent placement division

August 1998 – March 2000 Millennium Management Associates, LLC Freehold, NJ

**HR Generalist**

- Supported 110 employees via management, communication, counseling, implementation and interpretation of compensation, benefits, staffing, orientation, policies and procedures
- Aligned strategic HR planning with operations, finance and administrative goals in order to better meet/serve our employees and clients needs
- Coordinated entire merger of Genesis Eye Wear, Inc. including the consolidation of their employees as well as a seamless transition of benefits, work performance standards and seniority issues
  
- Managed all aspects of ADP Payroll for all employees; administration of all benefits including enrollment, payroll deductions
- Reduced recruitment and turnover expenses by analyzing the work force forecast and fulfilling staffing requirements on time
- Identified leadership development gaps and developed appropriate interventions along with coaching techniques
- Perform all disciplinary proceedings, terminations, layoffs and unemployment hearings

July 1997 – August 1998 HealthSouth Rehabilitation Corporation Freehold, NJ

**Regional Business Office Trainer/HR Generalist**

- Recruited 86 candidates under given deadline of 90 days to bring FTEs to 120
- Designed and launched a custom new employee orientation program
- Organized and led all staffing efforts for two start-up Regional Business Offices in Syracuse, NY and Richmond, VA
- Responsible for training and implementing recruitment and orientation program for east coast counterparts
- Organized “Peer Development/Team Leader” program for the adaption and success of new hires
- Analyzed and reviewed random audits to enable department managers to better objectively coach staff

**Education**

BA/Sociology & Education	Georgian Court College	Lakewood, NJ
Medical Coding Certificate	Ocean County College	Toms River, NJ
Physical Therapy Billing & Coding Seminars	Cross Country Education	various locations

**Skills**

Computer Literacy:

- ✓ Microsoft Office; Word, Excel, Power Point
- ✓ Quickbooks
- ✓ TRAMS
- ✓ Sabre
- ✓ Medisoft
- ✓ myEvolv
- ✓ Aprima
- ✓ eIVF
- ✓ Navinet
- ✓ EviCore
- ✓ Criteria