

LOIS L. BORTZ

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Career Objective

I am seeking a position that will utilize my skills and abilities in organization and negotiation, to **help strengthen bottom line profitability**. I am looking for a business that encourages career growth, has earnings potential based on performance and is open to new ideas.

Summary of Accomplishments

- **Retrieved approximately \$100,000 + in lost revenue** from patient and insurance billing
- **50% savings per year in accounts payable** due to evaluating and switching specific vendors
- **5-15% increase in accounts receivables** due to more accurate coding/documentation evaluation/education

Employment History

Meisel, Tuteur & Lewis, P.C.
Firm Administrator

June 2007 – Present

- Managed firm's benefit programs
- Hired administrative staff
- Registered and organized all aspects of firm's college recruitment
- Reviewed and updated new employee manual
- Evaluated and tracked professional staffs Continuing Professional Education requirements
- Monitored employee paid time off
- Designed orientation program for new hires
- Created job descriptions
- Electronically submitted and tracked all outgoing tax returns

Diagnostic Imaging Associates of North Jersey
Business Manager

January 2004 - Present

- Managed practice finances and preparation of accounts payables
- Consolidated telecommunication contracts and improved cost effectiveness
- Renegotiated teleradiology contracts for off site coverage evenings and weekends
- Reorganized billing process which resulted in more efficient filing organization
- Evaluated income flow and made recommendations to improve return on investment for three different locations
- Reviewed vendors and renegotiated improved contracts involving group purchasing plans

- Participated in contract negotiations for MRI, PACS, RIS systems, etc.
- Acted as liaison with attorney's/physician's regarding the sale of the Ambulatory Care Center

**Dr. Sislen and Associates
Administrator**

May 2001 – October 2003

- Managed all finances including preparation of accounts payable and payroll
- Managed and facilitated regulatory requirements i.e. **OSHA** compliance, Medicare compliance and **HIPPA** compliance
- Oversaw and monitored staff performance
- Trained staff and physicians cog coding changes, financial assessments, etc.
- Evaluated A/R, and run month end financial reports
- Review and manage Patient Collection Reports
- Maintain physician's licenses, hospital and insurance credentialing
- Evaluated Health Insurance and maintained Cobra records, malpractice and workers compensation Insurance
- Reviewed, improved, distributed and maintained Pension Plan
- Evaluate and negotiate for better laboratory fees, insurance remunerations and office supplies
- Reviewed, budgeted, selected and contracted for new telephone systems, billing software systems and EMR programs
- Liaison between all vendors and staff and physician

Bethesda Pediatrics:

Manager – Accounts Receivables

September 1984 – April 2001

- Processed daily and monthly patient and insurance billing
- Maintained records for all electronic transmissions
- Reviewed and recorded all insurance and patient receivables
- Composed all insurance appeals and authorizations
- Trained and educated staff and physicians concerning coding issues
- Updated and evaluated all medical coding on a annual basis
- Monitored and maintained computer and telephone systems
- Informed and advised physicians of accounts receivable improvements and problems
- Maintained physician's insurance credentials and evaluated and negotiated contracts with new Insurance Companies

Education

University of Maryland – College Park

BA Degree – Hearing and Speech

Gallaudet University – Washington, DC –

MS Degree – Audiology

The American Academy of Medical Management

Certified Administrator in Physician Practice Management

Computer and Language Skills

Proficient in American Sign Language - Working knowledge of Microsoft Word, Excel QuickBooks Pro accounting software, and CCH-ProsysteMS Administration