

# Hello!

## I'm Suriyya Latif BA

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[REDACTED]

[REDACTED]

## Skills

My greatest personal strengths include an innate ability to provide a high standard of customer care and an astute attention to detail. My work in the healthcare field has trained me to be people focused and to execute tasks in an efficient and urgent manner. maintaining a quality of service to clients, vendors, providers and of course team and board members.

## Experience

### August 2021-Present

Lake County Health Dept. Addiction Treatment Program-*Utilization Management Specialist*

- Coordinate and conduct insurance authorizations for residential chemical dependency treatment for clients admitted and receiving care at the Addiction Treatment Program.
- Providing clinical documentation to insurance companies to support the clients need to receive 24 hour care in a residential treatment facility.
- Develop case management notes for billing units to support program revenue.
- Assist Nursing staff with coordinating and scheduling medical appointments for client medical referrals.

### November 2019 – June 2021

Beach Park School District 3, Beach Park, IL - and *Math Tutor-part time*

- Assist elementary students with grade level specific math skills comprehension.
- Collaborate with teachers and principal to strategize to increase performance and student academic advancement

### January 2012 - November 2015

Cancer Treatment Centers of America, Zion, IL - *Revenue Charge Entry Specialist*

- Assist inpatient and outpatient physician coders to input ICD-10 codes into billing and revenue software (remote)
- AAPC course provided by employer and exam passed 2017 (membership current)

**August 2007- January 2012**

Cancer Treatment Centers of America, Zion, IL - *Authorization/ Percert Specialist*

- Provide insurance providers with medical documentation to obtain medical authorizations
- Appeal denials and arrange peer to peer review if necessary
- Maintain detailed documentation for appeals and billing purposes

**Education****August 1996 - December 2001**

Southern Illinois University-Edwardsville, Edwardsville, IL - BA Liberal Studies

Minors- Chemistry and Philosophy

**Awards/Certificates**

- Patient Satisfaction Concierge- Cancer Treatment Centers of America 2001-2006
- Election Judge and Site Manager for Lake County, IL Clerk's Office 2010-2020
- AAPC Physician Coding Certified-2017
- Mental Health First Aid Course Certification-2019
- Board of Trustees for Zion Benton Library District (Elected)- 2019-President (Vice President)