

# Vance D. Wyatt

Email:

Phone:

## Education:

### Concordia University Chicago

Masters of Business Administration, Banking and Financial - May 2017

### National-Louis University

Bachelors of Science in Business Management with a minor concentration in Public Policy - June 2013

## Work Experience:

### CVS Health

*Financial Analyst, Claims Adjustment February 2017 to Current*

- Reprocess claims using Reverse & Resubmit tools that exist within RxClaim and EAS systems
- Extract claim and medical data from RxClaim
- Perform ad hoc analysis
- Use CVS systems, Access, Excel and other tools to complete their tasks
- Summarize adjustment information into standard reports that reflect financial impact and details
- Communicate results and address questions about adjustment projects
- Work closely with Sales, Account Management, IT, Medicare Part D Services, Client Audit, Benefits, and Implementation teams to manage and coordinate the work

*Benefits Verification Representative - HBS SPARCS Conversion Team June 2016 to January 2017*

- Responsible for teaching others and assisting with the verification of insurance coverage for potential new patients.
- Aid in the training classes for Pharmacist, Pharmacy Technicians and Pharmacy Service Reps in the HBS (Health Business System)/Sparcs (Specialty Pharmacy Account Receivable Collection System) Systems for multiple sites.
- Aid Pharmacist and Pharmacy Technicians learn the HBS/Sparcs systems by answering questions and training assistance.
- Provide production support so that patient care is not negatively impacted.
- Re-verify insurance coverage for existing patients to process patient prescription needs successfully.

*Pharmacy Services Representative I - September 2015 to June 2016 & January 2017 to February 2017*

- Verify/re-verify Pharmacy Insurance benefits
- Obtaining prior authorizations for Specialty Medications
- Work with 3rd party administrators as well as internal resources
- Communicate plan benefits and designs with patients as well as working with our internal partners and MDO offices
- Resolve insurance problems and patient issues that may have resulted from incorrect or incomplete information, therapy changes and pharmacy or shipping errors
- Entry of prescriptions and set up shipments of patient's specialty medication

**VW Credit/Audi Financial Service - Funding Auditor – Contractor, October 2014 – August 2015**

- Audit the contract documentation for compliance & completeness. Ensures that contract structure & dealership advance is consistent with credit approval. Analyze contract terms verifying Federal Regulation compliance & state specific tax law accuracy.
- Contact Dealer directly to identify discrepancies in the file for immediate resolution. Identify repetitive discrepancies to train dealership personnel in the preparation of a complete funding package. Analyze contract structure assigning correct marketing program to ensure correct Dealer reserve payment &/or subvention billing.
- Retrieve Dealer Reserve calls & conduct reserve analysis & adjustments where necessary.
- Manage an individual portfolio of incomplete funding packages to either resolve the problem

within 72 hours or return package to dealership.

- Coach dealership with specific contract corrections. Generate accurate payment to dealership for assigned contract. Assist with daily check-in/data entry of new mail when necessary. Manual calculation of Credit over Call for Retail Contracts.

**AbbVie Inc. - Data Entry Tech I – Contractor, June 2013 to October 2014**

- Responsible for accurate and timely entry of medical data into AGIS System
- Process Adverse Event Reports, Serious and Non Serious
- Effectively prioritizes own workload and manages time to complete assigned projects
- Communication and customer service skills with Vendors or Consumers
- Manage multiple tasks and prioritize accordingly including scanning documents and pulling files by a numerical code and placing them in sequence into box for transport
- Responsible for accurate and timely entry of a high volume of adverse event data
- Make appropriate modifications, insertions, or deletion as directed by Medical Safety Analysts

**Abbott Laboratories - Documentation Specialist Senior – Contractor, September 2012 to February 2013**

- Prepared edit, files, assembles documentation such as reports or technical documents, records, or correspondence. Maintained numerical, alphabetical, chronological and/or subject filing system.
- Responsible for file maintenance and record keeping; locates and removes file material upon request; Maintain Human Resource Documents using Assignment Pro System
- Physically separating hard copy expat files between AbbVie & Abbott
- Upon completion, remove duplicate documents from files; Send legacy files to Corporate Records; Gather international files from AsiaPac & EMEA and consolidate paperwork
- Edit and Digitize Cost Estimates, TEQ's (Tax Equalization), Assignment Letters, Relocation Authorization letters; Payroll compensation summaries (Lotus Notes, HR Toolbox and inpat spreadsheets)

**Crossmark Inc. - Lead Event Specialist, May 2010 - July 2011**

- Manage Event Specialist (over 30 employees at a time), Maintain and Manage Events Sales floor,
- Complete Daily Evaluations of Event Specialists, Complete Daily Sales Reports
- Aid Retail Supervisor of Events in constructing Schedules
- Perform product Demonstrations
- Manage Food Safety during and after Food Preparation
- Complete Daily Evaluations of Event Specialists, Complete Daily Sales Reports