

MYSON JOSEPH, MHA/INF, RHIA

Owner/Consultant at MLJCONSULTANCY LLC

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MLJCONSULTANCY LLC

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WORK EXPERIENCE

Owner/Consultant

MLJCONSULTANCY LLC

January 2020 to Present

Consultancy: HIPAA Compliance, Health Information Management, Revenue Cycle Management Processes, Secure File Uploads, Access, and Sharing, and Third Party EMR/EHR Solutions.

Manager, Health Information Management

Betty Jean Kerr People's Health Centers, Inc - St. Louis, MO

July 2018 to Present

Supervise, manage, direct the Health Information Management Department: recruit, coach, train HIM Staff. Develop flow charts for work activities within the organization. Review HIM, Privacy and Security policies and procedures. Serve as the Privacy Officer.

Director of Health Information Management/Privacy Officer

San Jose Behavioral Health (Acadia Healthcare) - San Jose, CA

January 2016 to February 2018

Served as the Hospital Privacy Officer: Conducted HIPAA Risk Assessments, trainings and orientations. Ensured Privacy and Security of Protected Health Information (PHI) within the organization. Directed, managed, and supervised the Health Information Management Department Services: Dictation/Transcription, Coding, Auditing, Analysis, Indexing, ROI, Medical Information Reporting for California (Mir Cal) OSHPD, monitoring and reporting of The Joint Commission Quality Core Measures.

Health Information Management (HIM) Director/Privacy Officer

Aurora Santa Rosa Hospital - Santa Rosa, CA

July 2015 to November 2015

Directed, managed, supervised all functions (Transcription, Coding, ROI, Patient Data Analysis, Indexing, and Auditing) of the Health Information Management Department, and served as the Hospital Privacy Officer.

Health Information Management-Project Director

Mountain Empire Community College - Big Stone Gap, VA

October 2014 to July 2015

Organized, directed, planned, and developed the HIM program effectively as well as the Mountain Empire Rural Health Network. Continuously reviewed the program, provided HIM instruction, and counseled students.

Medical Records/Billing Manager/Privacy Officer

Comprehensive Behavioral Health Center of St. Clair County Inc - East Saint Louis, IL

September 2012 to October 2014

Managed and supervised the Medical Records/Billing Department. Served as the Security Administrator for all Health Information Systems. Oversight of Release of Health Information Services (ex: Subpoenas for production of health records). Managed medical records, billing and reimbursement for all programs: Substance Abuse and Chemical Dependency, Opioid Treatment, Mental Health Services, Developmental Disability, Federal Probation Pre-Trials and Post Trials. Conducted training sessions with new staffs on Electronic Health Records (EHR): CIS, and State Information Systems: DARTS, and e-RIN. Generated revenue/billing reports for fiscal department. As a member of the organization's Quality Control Team, participated in Performance Improvement Projects. Generated statistical/billing reports to assist in preparation for all site reviews by DHS/HFS, The Joint Commission, and DASA. Served as the Facility Privacy Officer.

Quality Assurance and Validation Spanish Bilingual Representative

Rose International Inc - Saint Charles, MO

June 2012 to August 2012

Ensured quality sales validation. Reached out to customers via phone calls to investigate potential fraudulent product sales using different Verizon electronic systems and took actions per established policies and procedures.

French Bilingual Customer Support Agent

Real Time Results (Telecommunications) - St. Louis, MO

May 2010 to June 2012

As a French Bilingual Customer Service Agent, provided support to the Comarco recall project on computers' adapters.

- ❖ Handled 45-55 calls a day from Home Solution Consultants on DSL, Access lines, and U-verse orders for ATT.
- ❖ Keyed cable, internet, phone and Home Security orders for Suddenlink. Supported their customer retention program; by performing outgoing calls to new customers and reviewing their account details to ensure that everything is set up accurately.

Professional Practice Experience (PPE)

SSM DePaul Health Center, Health Information Management Department - Bridgeton, MO

December 2011 to January 2012

PPE Project: Policy and Procedure regarding Electronic Health Records

Analysis via Epic

- ❖ Project Description: Qualitative versus Quantitative Analysis, Health Data Reports and Components, Patient Class, Organization of Reports within Medical Records, Policy and Procedure, Recommendations
- ❖ Completed 130 hours of Professional Practice Experience at SSM DePaul Health Center.

Professional Practice Experience (PPE)

ALM Hopewell Center

November 2011 to December 2011

Medical Records Filing Systems and Retrieval:

- ❖ labeled their new medical record diagram chart for accuracy and consistency.
- ❖ Completed 30 hours of Professional Practice Experience at ALM Hopewell Center.



EDUCATION

Master's in Health Administration/Informatics

University of Phoenix

January 2015

BS in Health Information Management

Saint Louis University, Doisy College of Health Sciences

December 2011



SKILLS

- Electronic Health Records/Electronic Medical Records (EHR/EMR) (6 years)
- Release of Health Information (6 years)
- HIPAA Trainings (6 years)
- ICD-10-CM (3 years)
- Quality Assurance/Performance Improvement (6 years)
- Health Data Management (6 years)
- Health Statistics (6 years)
- Organization and Management (6 years)
- Privacy, Security, and Confidentiality of Protected Health Information/ Legal Standards (6 years)
- Healthcare Information Technology (6 years)
- Billing and Reimbursement (6 years)
- Revenue Cycle Management (6 years)
- Informatics (6 years)
- Health Administration (6 years)
- Health Information System (HIS) (6 years)
- Human Resources (6 years)
- Health Law (6 years)
- CSR (6 years)
- Customer Service (6 years)
- Call Center (2 years)
- Customer Care (6 years)
- Bilingual (2 years)
- Leadership Experience



LINKS

<https://www.mljconsultancy.net>



CERTIFICATIONS AND LICENSES

Registered Health Information Administrator (RHIA)

February 2013 to March 2021



ADDITIONAL INFORMATION

Technical Skills

Software/Applications: Epic, MedHost/HMS,CIS, MS Word, Excel, Outlook, PowerPoint, Microsoft Office Project, Microsoft Access (Databases), Microsoft Visual Basic, Encoder, AS400, Icoms