

BONNIE J. IVLER, CPC-A

2 Sherbrooke Lane • Morganville, NJ 07751 • C: 908.216.7111 • H: 732.972.7999 • ivlerbj@umdnj.edu

HEALTH INFORMATION & INFORMATICS MANAGEMENT

Knowledgeable, productive, and highly effective manager with 15 years leading accounting and business operations, and superior training in Health Information & Informatics. CPC-A, RHIA and CCS candidate.

- **Strong educational background** with BA in Business Administration. BS in Health Information & Informatics Management from UMDNJ, Directed Practice & Management Affiliation Programs in HIM. Attended HIM & Coding seminars and workshops, and 2010, 2011 NJHIMA conference.
- **Active participation in professional organizations**, serving as President of AAPC, Monmouth-Ocean Chapter. Active member in AHIMA & ARMA.
- **Office Manager experience** supervising 50 people and managing all financial, human resources, and vendor/client activities.
- **Exceptional leadership** and relationship-building abilities.

Demonstrate strengths in:

Medical Terminology
Records Management
Patient Confidentiality
Time Management & Multitasking
Creative Problem Solving
Quality Improvement
Ethics & Compliance
Electronic Health Records
Medical Coding & Billing

EDUCATION & CREDENTIALS

UNIVERSITY OF MEDICINE & DENTISTRY OF NEW JERSEY (UMDNJ), Newark, NJ

BS in Health Information & Informatics Management (5/2011)

Dual Track of Study in Informatics and Coding (includes 12 graduate credits)

4.0/4.0 GPA / Received NJHA Scholarship (one of three awarded)

Graduated with Award of Excellence for Outstanding Academic Performance

Completed: Development & Retention of Medical Records, Disease Pathology, Directed Practice, ICD-9-CM Coding, HIM Seminar I & II, Case Studies, Principles of Scientific Inquiry, Classification & Reimbursement Systems, and Legal Aspects of Health Information, Statistics, Human Resource for Healthcare, Healthcare Finance & Budget, Electronic Health Records, Guided Research Project, Performance Improvement, Biomedical Informatics, Health Services Management, Healthcare Information Systems, Essentials of Health Computer Sciences

Certified Professional Coder, CPC-A

Preparing for Registered Health Information Administrator (RHIA – August 2011)

PASSAIC COUNTY COMMUNITY COLLEGE (May 2011)

EHR Workflow Redesign & Information Management Specialist

BROOKDALE COMMUNITY COLLEGE, Lincroft, NJ

Certified Coding and Billing Specialist

ADELPHI UNIVERSITY, Garden City, NY

BA in Business Administration with Marketing/Management Major and Accounting Minor

AFFILIATIONS & TECHNOLOGY

American Academy of Professional Coders (AAPC) ~ President AAPC, Monmouth-Ocean Chapter

American Health Information Management Association (AHIMA)

ARMA International (formerly Association of Records Managers and Administrators)

American Society of Health Informatics Managers ~ Northeast HIPAA Privacy & Security Society

HIMSS (Health Information and Systems Society)

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HEALTH INFORMATION & INFORMATICS MANAGEMENT**PROFESSIONAL EXPERIENCE**

BAYSHORE COMMUNITY HOSPITAL/MERIDIAN HEALTH Managemnet Affiliation under supervision of HIM Director, Jeanette Brown, RHIT	April 2011
UNIVERSITY OF MEDICINE & DENTISTRY OF NEW JERSEY (UMDNJ), Newark, NJ Medical Records Volunteer	2010
COMMUNITY MEDICAL CENTER, SAINT BARNABAS HOSPITAL SYSTEM, Toms River, NJ Directed Practice under supervision of HIM Director, Kimberly Good, MAS, RHIA	January – April 2010
Freelance Bookkeeper , Morganville, NJ	2008 – Present
MICHAEL FABRIKANT & ASSOCIATES, Freehold, NJ Financial Manager	2006 – 2008
AMERICAN MARKETING ENTERPRISES, INC., New York, NY Acting Executive Administrator	2004 – 2005
RSA SALES, INC., DBA 20 SOUTH, New York, NY Bookkeeper/Buyer/EDI Coordinator	1999 – 2004
OLEG CASSINI – FORSTMANN APPAREL, INC., New York, NY Office Manager/Production Coordinator	1996 – 1999

TRAINING & EXPERIENCE IN:

ICD-9-CM, ICD-10, CPT-4, HCPCS Coding, Medical Terminology, Medical Billing, Medisoft, 3M Encoder, Quantum, Visio, MS Excel, Access, and Word, QuickBooks, Peachtree, Lien Folio, REO, and A.D.S. Systems

REFERENCES

Will be furnished upon request.