

# Madeline Smith

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## SUMMARY

Dedicated Clinical Practice Data Analyst with over four years of experience focused on research billing and financial compliance in healthcare environments. Skilled in managing complex datasets and ensuring accurate billing practices, my role prominently features collaboration to enhance operational efficiency. Proficiency in electronic health records (EHR) and clinical trial management systems (CTMS) enables extraction and analysis of data that generates actionable insights. Acknowledged for streamlining billing processes and minimizing claim denials through thorough analyses and strategic recommendations, I look forward to contributing effectively to future projects and organizational success.

## EXPERIENCE

**Clinical Practice Data Analyst** January 2021 - Present  
Bright Future Health Chicago, IL

In this role, responsibilities involve analyzing accounts related to clinical trials, focusing on compliance with billing practices and regulations. Collaborating closely with the revenue cycle team facilitates efficient resolution of denied claims and improved reimbursement outcomes.

- Analyzed and managed accounts associated with clinical trials, ensuring compliance with billing practices and regulations.
- Collaborated with the revenue cycle team to investigate and resolve denied claims, improving overall reimbursement efficiency.
- Developed comprehensive reports using EHR and CTMS to track billing accuracy and identify opportunities for process enhancement.
- Served as a central point of contact for research billing inquiries, providing guidance and support to clinical teams.

**Billing Specialist** June 2019 - December 2020  
Healthy Innovations Chicago, IL

Managed critical billing procedures and compliance standards across various healthcare operations, ensuring accurate submission of claims to payers.

- Reviewed medical records and identified research-related charges to ensure accurate billing to appropriate payers.
- Utilized reporting tools to support data extraction and analysis, enhancing billing accuracy and efficiency.
- Assisted in the development of process improvement initiatives that streamlined billing workflows and increased compliance.
- Engaged cross-functionally with various departments to harmonize communication and elevate operational effectiveness.

**Data Management Intern** May 2018 - August 2018  
Health Systems Innovations Chicago, IL

Supported data collection and management efforts by collaborating with analysts and stakeholders to improve research processes.

- Organized and maintained clinical data sets ensuring high data granularity and reliability.
- Facilitated ongoing audits to verify data integrity and aligned findings with presentable summaries.
- Participated in daily stand-ups, sharing ideas to innovate project methodologies with team members.
- Documented workflow changes and collaborated with peers to refine data management protocols.

## LEADERSHIP & AWARDS

- Excellence in Healthcare Analysis Award, 2025
- Outstanding Contributor Recognition at Bright Future Health, 2023

## EDUCATION

**B.S. Health Information Management** 2019  
University of Illinois at Chicago GPA: 3.8 Chicago, IL

**Coursework:** Health Law, Medical Coding, Health Informatics, Database Management

## CERTIFICATIONS

- Certified Professional Coder 📅 2023
- Certified Health Data Analyst 📅 2024

## TECHNICAL SKILLS

- **Data Analysis Tools:** SPSS, Excel, R
- **EHR Software:** Epic, Cerner, Meditech
- **Billing Software:** AdvancedMD, McKesson, Zirmed

- **Database Management:** SQL, Oracle, MongoDB
- **Communication Platforms:** Microsoft Teams, Slack, Zoom
- **Report Generation Tools:** Tableau, Power BI, Crystal Reports
- **Workflow Automation:** Trello, Asana, Monday.com
- **Project Management Tools:** JIRA, Basecamp, Smartsheet
- **Statistical Applications:** SAS, MATLAB, Python
- **Insurance Verification Tools:** Verity, ClaimMD, Availity

## SKILLS

- |  |                                   |                              |                               |
|--|-----------------------------------|------------------------------|-------------------------------|
| • Clinical Trial Management Systems (CTMS) | • Cost Control Measures           | • Impact Analysis Techniques | • Stakeholder Engagement      |
| • Electronic Health Records (EHR)          | • Financial Distribution Services | • Revenue Cycle Management   | • Risk Mitigation Strategies  |
| • Data Analysis and Reporting              | • Healthcare Compliance Standards | • Fraud Detection Methods    | • Payment Processing Systems  |
| • Billing Compliance                       | • Regulatory Standards Practices  | • Variance Reporting         | • Quality Assurance Processes |

## PROFESSIONAL AFFILIATIONS

- Member, American Health Information Management Association
- Volunteer, Local Community Health Fairs

## LANGUAGES

- English (Native)
- Spanish (Intermediate)

## ADDITIONAL INFORMATION

**Work Status** : Authorized to work in United States. No sponsorship required.

## REFERENCES

AVAILABLE ON REQUEST