

*Diane Lynn Seiple*

**PROFESSIONAL EXPERIENCE**

**ADVANCE CARE FAMILY PRACTICE Westerville, Ohio**

**Clinical Nurse Manager** **2002-current**

- Manage all clinical functions of a high volume family medical practice.
- Interact with patients on a consultation basis: arranging referral appointments and facility scheduling.
- Perform patient counseling; acting as liaison between physician and patients.
- Review medical records for accurate billing of ICD9 & CPT codes for Medicare, Medicaid, and insurance and third party payers.
- Assisted with all outpatient surgical procedures, and processed laboratory samples and results.
- Directed timely purchase of supplies, as well as maintenance and sterilization of equipment and facilities.

**SOUTH-WESTERN CITY SCHOOLS Grove City, Ohio**

**Instructor** **2003-current**

- Lectured, discussed and instructed a Medical Terminology education program, to adult students to stay competitive in their profession.

**OUTLOOK MANOR @ WESTERVILLE Westerville, Ohio**

**Health Promotions Manager** **2001-2002**

- Responsible for managing all nursing care services in a 100 bed Assisted Living/Alzheimer's facility.
- Assisted with medications, treatments and monitor residents for effects of psychotropic medications.
- Implemented document compliance audit program to adhere to Medicare/Medicaid documentation requirements.
- Held scheduled care conferences with residents and family members to review plans of care and set new goals.
- Directed all aspects for a Quality Management Program.
- Developed and presented in-service staff training programs to meet state requirements.

**AETNA US HEALTHCARE New Albany, Ohio**

**Professional Services Coordinator** **1999-2001**

- Recruitment and credential of physicians, in accordance with the State of Ohio Insurance Commission, NCQA requirements and Aetna US Healthcare standards.
- Performed certification visits, office orientation, product training, utilization management and ongoing problem resolution for providers.
- Negotiated and oversaw the implementation of all provider contracts within the guidelines of Aetna standards.

**Precertification Nurse**

- Responsible for utilization management for 247,000 members in the Midwest Cluster.
- Provided Quality management of client's medical records.
- Negotiated and approved financial reimbursements with non-contracted providers.
- Identified and adhered to the appropriate state-mandated guidelines, of proper documentation and collection of medical information needed for NCQA accreditation

**HEALTHMATE, INC. Dublin, Ohio**

**Clinical Services Coordinator** **1996-1998**

- Developed and implemented wellness programs for various employer groups.
- Participated in strategic planning and budget management.
- Provided training programs for nursing staff that are within compliance of the OSHA regulations, JCAHO accreditation and worker's compensation guidelines.
- Managed payroll for a staffing agency of 100 sub- contracted employees.
- Assisted in the promotion and marketing of services to physicians' offices, clinics, and hospitals.
- 24 hours a day on call services for resolution of staffing crises.

**EQUIFAX SERVICES Columbus, Ohio**

**Account Executive/Supervisor** **1992-1995**

- Audited medical charts for insurance companies, to ensure financial accountability.
- Responsible for marketing and sales of paramedical products for insurance companies.
- Developed new accounts as well as increasing sales within established accounts.
- Troubleshoot and resolve product problems in accordance with customer specifications.
- Monitored and trained nursing staff to utilize effective techniques to increase profitability and augment a high standard of service.

**EDUCATION**

<b>Franklin University, Columbus, Ohio</b>	<b>current</b>
Master of Business Administration Student	
<b>Leadership Dublin, Dublin, Ohio</b>	<b>2002</b>
Leadership Program	
<b>Franklin University, Columbus, Ohio</b>	<b>2000</b>
Bachelors of Science in Business with emphasis on Health Service Administration	
Minor: Business and Consumer Law for the Non-Lawyer	
<b>Warren City Schools, Warren, Ohio</b>	<b>1985</b>
Licensed Practical Nurse	