

# CURRICULUM VITAE

## TAMMY RANNELLS, CPC, CCP, CPC-H, CCP-AS, CCP-H

**Company:** Medical Staff SOS, Inc.  
® PHIA – Professional Healthcare Institute of America

**Office Address:** 4010 Dupont Circle, 418  
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**Education:**

**1990-1993** Eminence High School  
**1990-1991** Shelby County Vocational School, Business  
**1993-1998** Jefferson Community College  
**1999** Coding Certification Course - Student Teacher  
**April 2001** National American Academy of Professional Coders Conference (Annual)

**Summary:** Mrs. Rannells has 13 years experience in the health care industry including medical office coordinator, billing, collections, ICD-9-CM, CPT-4 and HCPCS coding. She has also assisted in minor surgical office procedures, front desk, laboratory, x-ray and medical assistant duties. She currently provides both in-house and field training to healthcare professionals. She developed, authored, and teaches both the Fundamentals of Billing and Coding diploma program and the Certified Coding Professional – Audit Specialist (CCP-AS) certification program. She also performs chart audits and provides one-on-one professional assistance to physicians and their staff for all specialties; related to ICD-9, CPT and HCPCS coding and documentation. Mrs. Rannells has also been called upon to provide expert witness in legal matters related to Fraud and Abuse.

**Employment:**

**1993 - 1994** **Baptist Healthcare System, Admitting Coordinator**  
Mrs. Rannells performed admission procedures including bed board assignment, surgery scheduling, insurance verification and insurance benefit follow-up.

**1994 – 1994** **Dr. Robert Levine, Medical Assistant**  
Medical assisting duties included assisting the physician with surgeries, both in the office and in the surgery center, performing and developing x-rays, phlebotomy, and applying casts. Mrs. Rannells also scheduled all surgeries as well as follow-up care.

**1994 – 1997** **Pulmonary and Internal Medicine Associates (PIMA), Referral and Front Office Coordinator**  
As Front Office Coordinator, Mrs. Rannells' job description included managing front desk area, appointment area, insurance referral department, and the surgery scheduling department. In addition, other responsibilities included ICD-9-CM coding, balancing encounter forms and receipts, making deposits, assisting in sigmoidoscopies, and performing EKG's and PFT's.

**1998– 1999** **Louisville Pulmonary Care**  
As a part-time assistant to the office manager, Mrs. Rannells helped the office manager in opening the new practice. She worked a variety of jobs including posting daily charges and receipts, billing, and coding insurance claims.

**1999- 2000** **Coding and Chart Audit Specialist**  
As a self-employed coding specialist, Mrs. Rannells was contracted to perform chart audits and CPT-4 and ICD-9-CM coding for multiple medical practices throughout the state of Kentucky.

**1998-Present** **Medical Staff SOS, Inc/PHIA, Chart Audit Supervisor/Instructor**  
Mrs. Rannells provides medical ICD-9-CM, CPT and HCPCS coding education to physicians, providers and their staff. She also has helped develop the various seminars and in-house training sessions available through Medical Staff SOS, Inc. In 2001 she completed, through PHIA, the course curriculum for the Fundamentals of Billing and Coding and in 2004 she completed the Certified Coding Professional –Audit Specialist (CCP-AS) curriculum. Next, in 2006, she completed the Certified Coding Professional – Hospital (CCP-H) curriculum. In addition to being the faculty advisor for these three programs, she is also the chart audit supervisor. She performs and oversees all chart audits for Medical Staff SOS, Inc.

**Publications:**

- July 2001** Completed the **PHIA (Professional Healthcare Institute of America) curriculum for the Fundamentals of Billing and Coding** diploma program. This 10 week program consists of a 300 page workbook including instructional material for ICD-9-CM, CPT, and HCPCS coding. This program also includes quizzes, classroom and homework exercises, two review tests, and final exam. This fundamentals diploma program is designed for those individuals who want to learn the basics of health insurance billing and coding. The student is introduced to basic billing guidelines, as well as gains an understanding of ICD-9-CM, CPT, and HCPCS coding. Upon completion of this diploma program, the student will be eligible to take the Certified Coding Professional (CCP) course. This program is also offered on-line.
- March 2004** Completed the **PHIA (Professional Healthcare Institute of America) curriculum for the Certified Coding Professional, Audit Specialist (CCP-AS)**. This 6 week program consists of a workbook including instructional material for Evaluation and Management coding, auditing, and coding compliance. Students learn the official Evaluation and Management Guidelines as well as in depth chart auditing instruction. This program also includes quizzes, classroom and homework exercises, over 60 charts to audit, and a final exam. After completing the program, the students are well prepared to sit for the 4 hour timed Coding Certification-Audit Specialist examination, to earn their credentials. This curriculum is updated in all areas of coding on an annual basis.
- March 2004** Completed the **Certified Coding Professional – Auditing Specialist (CCP-AS) Certification Exam**
- October 2006** Completed the **PHIA (Professional Healthcare Institute of America) curriculum for the Certified Coding Professional, Hospital (CCP-H)**. This 6 week program consists of a workbook including instructional material for ICD-9 diagnosis and procedure coding, CPT and HCPCS coding, and DRG coding. This program also includes quizzes, classroom and homework exercises, actual case study review, and a final exam. After completing the program, the students are well prepared to sit for the 5 hour timed Coding Certification – Hospital examination, to earn their credentials. This curriculum is updated in all areas of coding on an annual basis.

**Material Developed for Seminars and Workshops:**

Basic ICD-9-CM Coding  
Advanced ICD-9-CM Coding  
Radiology Coding  
Modifier Usage  
ICD-9-CM Updates 2003  
ICD-9-CM Updates 2004  
ICD-9-CM Updates 2005  
ICD-9-CM Updates 2006  
ICD-9-CM Updates 2007  
ICD-9-CM Seminar Series (7 seminars detailing ICD-9 coding)

**Certifications:**

- 1999** Certified Professional Coder (CPC)
- 2000** Certified Coding Professional (CCP) through PHIA
- 2001** Certified Professional Coder – Hospital (CCP-AS)
- 2004** Certified Coding Professional – Audit Specialist (CCP-AS) through PHIA
- 2006** Certified Coding Professional – Hospital (CCP-H) through PHIA

**Speaking Engagements:**

The Physicians Inc. (TPI):

Radiology Coding

Healthcare Organizations:

FIMA

Lewis County Family Practice

Rehab Associates

Kentucky Medical Services Foundation

CEU Roundtable Conference for Healthcare Professionals

Modifier Usage	2001
Neoplasm Coding	2002
Coding Burns	2002
ICD-9-CM Updates	2003
ICD-9-CM Updates	2004
ICD-9-CM Updates	2005
Top 5 ICD-9-CM Coding Mistakes	2005
ICD-9-CM Updates	2006
E/M Auditing	2006