

MELINDA S. KEMPINSKI, RHIA
5149 W. Byron, Chicago, IL 60641
H 773-282-2984 • W 773-282-7000 ext. 3228
melinda@kempinski.com

SUMMARY OF QUALIFICATIONS

Health Information Management Administrator with extensive experience in the Health Information Management field. Effective leader of employee teams and manager of performance improvement strategies. Additional areas of competency:

- Financial Planning:** Prepares and administers departmental budget providing for efficient and cost-effective utilization of resources.
- Staff Management:** Team oriented management style that empowers employees to solve problems and improve departmental performance.
- Performance Improvement:** Experienced facilitator and team leader with advanced knowledge and understanding of the tools of Continuous Quality Improvement.
- Regulatory Requirements:** Experienced manager responsible for all legal and other requirements for all areas of responsibility.
- Planning:** Prepares departmental goals and provides leadership and guidance for attaining these goals.

PROFESSIONAL EXPERIENCE

OUR LADY OF THE RESURRECTION MEDICAL CENTER, Chicago, IL
300-bed community hospital including rehabilitation, medical, surgical, skilled nursing and outpatient services

Director of the HIM and Medical Transcription Departments, 1993 - present

Accountable for 18 FTE's and all assembly, analysis, filing, coding, correspondence, and transcription functions.

- Established and led the Information Management Team in the development of a corporate information Management plan which successfully met JCAHO requirements.
- Provided leadership and led two separate teams to work together to develop a corporate Information Services / Confidentiality Awareness Program.
- Provided leadership for and served as a Team member of the Information Needs Assessment Task Force which conducted a corporate information needs assessment.
- Successfully planned/coordinated the installation of a new dictation system that improved physician satisfaction by eliminating system downtime.
- Established and provided leadership to a CQI Team which successfully improved the assembly process and reduced unbilled accounts by \$2 million.
- Successfully developed/implemented a chart completion/suspension policy / procedure which reduced medical record delinquency from 110% to 30% within six months.

- Successfully planned and coordinated the install of the 3M Encoder interfaced to the mainframe computer system.
- Successfully planned and coordinated the conversion of a character based Chart Tracking/Deficiency system to a Windows based product.
- Served as a core member of a team established to convert the computer system of an acquired hospital to the corporate computer system.

RAVENSWOOD HOSPITAL MEDICAL CENTER, Chicago, IL

350-bed acute care facility with rehabilitation, psych, skilled nursing, OB and pediatric services

Director of the Medical Record and Medical Transcription Department, 1987- 1993

Accountable for 22 FTE's and all assembly, analysis, filing, coding, correspondence, tumor Registry, utilization review and transcription functions.

- Planned, coordinated and supervised the conversion of the filing system from serial-unit to unit record filed by terminal digit.
- Planned and coordinated a total renovation of the Medical Record Department.
- Converted the following manual systems to more efficient computerized systems: chart deficiency, correspondence and tumor registry.

Assistant Director of the Medical Record Department, 1981- 1987

Quality Assurance Coordinator, 1980- 1981

EDUCATION / CERTIFICATIONS

RHIA, 1980, American Health Information Management Association

BA, Medical Record Administration, 1980, University of Illinois, Medical Center, Chicago, IL

PROFESSIONAL MEMBERSHIPS

American Health Information Management Association

Illinois Health Information Management Association

Chicago Health Information Management Association