

Melvin Seale DHSc, RHIA, CCS-P, CRC

Phone: (301) 405-6136 Email: Mseale@umd.edu |

PROFESSIONAL SUMMARY

Healthcare Management professional with experience in both the public and private sector with key emphasis in electronic health records, public health, healthcare fraud, education, and Medicare risk adjustments. Fifteen years of experience in program development, with an in-depth knowledge of quality assurance and performance improvement.

EDUCATION

- DHSC., Doctor of Health Science** June 2016
A.T. Still University, Mesa AZ
- M.A.T., Master in the Art of Teaching, Mathematics Concentration** May 2011
Marygrove College, Detroit MI
- B.S., Health Informatics & Information Management/Technical Management** December 2008

PROFESSIONAL CERTIFICATIONS

- CRC:** Certified Risk Adjustment Coder May 2019
- Lean/Six Sigma:** Black-Belt Certification September 2018
- CCS-P:** Certified Coding Specialist, Physician-Based, July 2017
- RHIA:** Registered Health Information Administrator March 2013

EXPERIENCE

ASSISTANT PROFESSOR & DIRECTOR OF GRADUATE STUDIES August 2019-Present

*Department of Health Policy and Management-School of Public Health
University of Maryland, College Park MD*

- Develop and deliver courses within the Department of Health Policy and Management on topics such as Healthcare Management, Management Information Systems, Healthcare Finance, and facilitate the Capstone/Internship program.
- Manage the recruiting and admission process for graduate students, coordinating with the Graduate School and appropriate college and departmental personnel to facilitate recruitment and admission.
- Participate in the academic advisement and counseling of graduate-level public health students.
- Provide timely communication to the graduate students regarding funding opportunities, training opportunities (workshops, talks, symposia, etc.), graduation deadlines, policy updates, and other information provided by the Graduate School on a regular basis.

MANAGER, HEALTHCARE QUALITY & COMPLIANCE June 2017-August 2019

Aetna (CVS Health Company), Atlanta GA

- Worked closely with cross-departmental leaders and staff to drive risk adjustment performance, analyses of Medicare data, as well as preventive and well care intervention projects to close gaps in care.
- Managed a diverse team, including clinical and non-clinical staff as well as administrative support, encourage staff development, provide oversight of performance metrics and ensure compliance with all HR policies and procedures.
- Lead the management of applicable ICD-9 & ICD10 codes and audit clinical documentation to ensure medical record supports diagnosis.
- Assist providers in understanding the CMS - HCC Risk Adjustment program as a payment methodology and the importance of proper chart documentation.
- Developed and maintained Quality Department staff through recruiting, selecting, orienting and training new employees, in addition to ongoing development of staff skills.

PROGRAM DIRECTOR & ASSISTANT PROFESSOR,*Health Informatics & Information Management Program**Gordon State College, Barnesville GA*

August 2014-June 2017

- Responsible to create, lead, manage, and oversee the new academic programs of study within Health Services & Informatics Administration and Health Information Management Programs.
- Conduct ongoing program review and revisions to remain current with industry standards.
- Teach students using traditional and contemporary methods of instruction, which may include online, hybrid, interdisciplinary learning communities, etc.
- Duties include course scheduling, faculty development and evaluation, development and implementation of operational procedures, student management and retention, and special projects.
- Develops, revises, and updates curriculum in collaboration with department, college, and university faculty or community stakeholders, according to established curriculum procedures.
- Actively and substantively participates in assessment of student learning activities to maximize the potential for students to learn what is necessary to meet prescribed outcomes.

MANAGER, HEALTH INFORMATION SERVICES

November 2013-July 2014

Children's Healthcare of Atlanta-Scottish Rite Hospital-Atlanta GA

- Operations Manager for the development, implementation, maintenance of the daily business workflows within the Release of Information (ROI) department; inpatient and outpatient chart completion analysis.
- Operational and capital budget requests for department campus and oversees budgetary and fiscal goals.
- Communicate with state and federal agencies to stay updated on the current health information regulations. Ensures compliance with regulatory agencies, including participation in Joint Commission Audit
- Manage electronic health record systems (Epic & Chartmax) integration and standardization of documentation applicable to standards and practices.
- Supervise HIMS staff, including hiring, training and development, coaching, counseling, and evaluating, in conformance with EEO/AA goals, personnel policies, and vendor contracts.

PROGRAM DIRECTOR & ASSISTANT PROFESSOR,

September 2010-January 2014

*Health Information Technology Program**West Georgia Technical College, Waco GA*

- Designed, developed and implemented the instruction of the Health Information Technology Program.
- Monitor student attendance, grades, retention, academic metrics, program budget, classroom observations, instructor evaluations, and provide actionable information to the Dean, President, and Administrators.
- Manage the activities of faculty, controlling program budgets, leading advisory committee meetings, faculty training, and creating strategic program goals that meets accreditation standards set forth by CAHIIM, SACS, and the Technical College System of Georgia.
- Make continuous efforts to improve the quality of instruction by reviewing and utilizing innovative methodologies, techniques, and delivery methods.

FRAUD CLAIMS ANALYST-TEAM LEAD

July 2006-August 2011

Bank of America, Atlanta GA

- Examine allegations of fraudulent activity while planning, organizing, and executing special claims analysis or audits to identify, evaluate and measure potential bank fraud.
- Responsible for strategic research and analysis of account activity to assess levels of risk and fraud type.
- Lead the department responsible for receiving and processing disputes and fraud claims related to electronic transactions (ACH, Wires, etc), paper checks, debit, and credit cards.
- Responsible for the performance improvement, timekeeping, management and career development of 25 to 30 full time employees.
- Compiles data, and maintains necessary records and files to assure efficient and consistent reporting of investigations

HEALTH INFORMATION MANAGEMENT

Grady Memorial Hospital, Atlanta GA

May 2007-January 2009

- Reviews health records to ensure that all records contain sufficient information to meet medical/legal requirements, to ensure continuity of patient care, and to support education and research needs.
- Performs the quantitative and qualitative analysis of the health record. Assists clinicians with completion of delinquent/incomplete health records.
- Managed the transition from a paper-based medical record system to an electronic health record system.
- Assisted with organizing the storage, retrieval, maintenance, archiving and destruction of medical records according to state statutes.
- Daily logs in all medical records into department tracking system. Enter accurate and pertinent information such as patient's information, requestor address, phone and fax number.

CONSULTANT EXPERIENCE

PART-TIME FACULTY, MASTER OF HEALTH INFORMATICS PROGRAM

January 2017-Present

University of Findlay, Findlay OH

- Perform research and teaching in the area of healthcare informatics that includes courses in Project Management and Healthcare Systems.
- Develops, revises, and updates curriculum in collaboration with department, college, and university faculty or community stakeholders, according to established curriculum procedures.

ADJUNCT INSTRUCTOR, HEALTHCARE MANAGEMENT PROGRAM

April 2016-Present

Keiser University, Orlando FL

- Prepares for and instructs, through various instructional modalities, classes in the discipline of Health Information Technology.
- Teaches a full range of courses in Health Information Management (HIM) including introduction to health information management, clinical classification systems (CPT and ICD-10cm/pcs), statistical applications in healthcare, data quality and reimbursement, medical insurance billing, clinical quality assessment and improvement, and alternative delivery systems.

ICD-10/HEALTH INFORMATICS CONSULTANT

July 2013-August 2013

Greenway Health Technology, Carrollton GA

- Created training materials specific to procedural coding in order to prepare for the impact of ICD-10CM/PCS.
- Responsible for developing, implementing and maintaining the training and education program for our internal auditors on ICD-10 as well as providing education to clients when needed.
- Collaborated with the Managers of Coding and Auditing to ensure internal auditors are thoroughly trained on inpatient and outpatient ICD-10 coding guidelines.

SYSTEM EXPERTISE

Epic EHR System

Angel/Blackboard Educational System

McKesson Horizon Patient Folder

EncoderPro

HCC Coder

Chartmax

3M Encoder & Reimbursement System

Healthport EDMS

Chart Navigation System

Reconedge EHR System

PROFESSIONAL ASSOCIATIONS

Member, Delta Omega Honor Society	March 1, 2020-Present
Member, AAPC Organization	May 12, 2019-Present
Member, American Health Information Management Association	March 5, 2012-Present

SERVICE

Faculty Advisor, Universities Allied for Essential Medicines (UAEM)	June 1, 2020-Present
Faculty Advisor, Health Policy & Management Student Organization	January 2020-Present
Volunteer, Bladensburg School District's Mentor Program	March 4, 2020
Volunteer, Helen Ruffin Reading Bowl	January 25, 2020
Guest Lecturer, Legacy Leadership Institute on Public Policy	November 1, 2019
Volunteer, Maryland Mission of Mercy & Health Equity Festival	September 14, 2019
Advisory Board Member, Health Informatics Program	January 4, 2018-September 2019
Member, Faculty Senate	August 4, 2016-May 2017
Advisor, African American Male Initiative (AAMI) Program	October 1, 2014-June 1, 2017
Advisor, Future Healthcare Professionals of America	February 5, 2014-June 1, 2017
President of Health Information Technology Consortium	June 15, 2012-January 1, 2014
Mentor, Big Brother Big Sister Program	April 2011-March 2014

RESEARCH/PROJECTS

- Baltimore City Corps Evaluation/Rockefeller Foundation (2020-Present): Worked on an independent evaluation team to provide technical assistance and conduct an evaluation of early outcomes and impact of the Baltimore Health Corps pilot.
- Seale, M., & Alexander, J., (2016). EHR interoperability perspectives by urgent care staff. A.T. Still University. Mesa AZ
- Seale, M., (2013). Health information technology improves physician training. Greenway Health Inc, Carrollton GA

COURSES CREATED OR INSTRUCTED:

1. University of Maryland School of Public Health, College Park MD
Department of Health Policy & Management
Position: Assistant Professor & Director of Graduate Studies
Timeframe: 08/01/2019 to Present
Courses Instructed:
 - HLSA750- Healthcare Management Information Systems
 - BUDT758M- Special Topics in Decision, Operations, and Technologies; Healthcare Information Systems
 - HLSA778-Internship in Public Health
 - HLSA786-Capstone Project in Public Health
 - HLSA760-Healthcare Financial Management
 - HLSA710-Healthcare Management: Foundations and Principles
2. Colorado State University/Saudi Electronic University, Riyadh Saudi Arabia
Master of Science in Healthcare Management Program
Position: Assistant Professor
Timeframe: August 2018 to December 2018
Courses Instructed:
 - HCM520- Quality and Performance Improvement in Healthcare
 - HCM550-Healthcare Policy Analysis and Development

3. Keiser University, Orlando FL
Associate of Science in Medical Coding
Position: Adjunct Professor
Timeframe: August 2016 to Present
Courses Instructed:
 - Basic ICD-10 Coding
 - CPT-4/HCPCS Coding

4. University of Findlay, Findlay OH
Master of Science in Health Informatics Program
Position: Part-Time Professor of Health Informatics
Timeframe: January 2016 to Present
Courses Created & Instructed:
 - HINF 673: Health Informatics Organizational Issues
 - HINF 660: Healthcare Project Management
 - HINF 632: Politics & Policies in Health Informatics
 - HINF503: Computer Foundation for Health Informatics

5. J Sergeant Reynolds Community College, Richmond VA
Associate of Science in Health Information Technology Program
Position: HIM Adjunct Professor
Timeframe: January 2015 to August 2016
Courses Instructed:
 - HIM 151 Reimbursement Issues in Medical Practice Management
 - HIM 226 Legal Aspects of Health Record Documentation
 - HIM 141 Fundamentals of Health Information Systems
 - HIM 250 Health Classification Systems
 - HIM 223 Electronic Health Records Management

6. Gordon State College, Barnesville GA
Bachelor of Science in Health Informatics & Information Management Program
Position: Program Director & Associate Professor
Timeframe: August 2014 to June 2017
Courses Created & Instructed:
 - MGNT 3000 Principles of Management
 - MGNT 3100 Principles of Marketing
 - MGNT 3200 Financial Management
 - HIM 3000 Introduction to Health Care Systems and the Health Information and Informatics Professional
 - HIM 3110 Human Resources Administration in Health Sciences
 - HIM 4070 Health Care Networks, Data Bases and the Electronic Health Record
 - HIM 3230 Health Data Content and Structure
 - HIM 3410 Health Data Classification and Coding Systems I (ICD-10cm)
 - HIM 3420 Health Data Classification and Coding Systems II (CPT)
 - HIM 3430 Health Data Classification and Coding Systems III (ICD-10pcs)
 - HIM 4140 Reimbursement Methodologies
 - HIM 3030 Pathophysiology and Essentials of Pharmacology
 - HIM 4130 Quality Assessment and Healthcare Statistics
 - HIM 4240 Health Care Systems Analysis and Database Design

- HIM 4110 Knowledge Management and Research Support
- HIM 4020 Legal and Ethical Issues in Health Care
- HIM 4190 Internship & Seminar

7. West Georgia Technical College, Waco GA

Associate of Science in Health Information Management Program

Position: Program Director & Professor

Timeframe: September 2010 to January 2014

Courses Created & Instructed:

- HIMT 1100 Introduction to Health Information Technology
- HIMT 1150 Computer Applications in Healthcare
- HIMT 1200 Legal Aspects of Healthcare
- HIMT 1250 Health Record Content and Structure
- HIMT 1350 Pharmacotherapy
- HIMT 1400 Coding and Classification ICD Basic
- HIMT 1410 Coding and Classification ICD Advanced
- HIMT 2150 Healthcare Statistics
- HIMT 2200 Performance Improvement
- HIMT 2300 Healthcare Management
- HIMT 2400 Coding and Classification System CPT/HCPCS
- HIMT 2410 Revenue Cycle Management
- HIMT 2460 Health Information Technology Practicum