

LSCPA Curriculum Vitae

Tonya Harbert

EDUCATIONAL BACKGROUND

1. Associates in Medical Coding Specialist, Lamar State College of Port Arthur, May 2015, Medical Coding Specialist, A.A.S.
2. Associate in Medical Office Administration, Lamar State College of Port Arthur, May 2013, Medical Office Administration, A.A.S.

POSITIONS IN HIGHER EDUCATION

1. 2018-present, Program Coordinator, Lamar State College of Port Arthur, Coordinates program to ensure that implementation and prescribed activities are carried out in accordance with specified objectives. Participates in planning and develops methods for program implementation and administration; coordinates program activities and processes. Reviews program records and reports of activities. Recommends modifications to methods or procedures as required. Assists in preparing reports, proposals, manuals, and other documentation as required for the program. Participates in budget planning makes recommendations for allocation of funds for the program. Interacts with faculty, staff and students to promote the goals and objectives of the program. Hold and attend program committee meetings. Research and stay current with the newest information, rules, and technology in the field which directly impacts student learning and success.
2. 2017-present, Instructor, Lamar State College of Port Arthur, Designs courses and develop instructional plan to meet course competencies with both online and face-to-face instructional methods. Ensure the development of instructional plans to meet course competencies, develop activities which support lesson objectives, and delivers the instruction. Deliver learning-centered instruction by establishing an online blended and classroom environment conducive to learning and student involvement as well as effectively planning and preparing for classes and student success. Provide feedback to students, taking special care to provide comprehensive feedback at the conclusion of the mid-term mark, providing struggling students with opportunities to improve. Promote student success by showing flexibility as well as exhibiting a passion for teaching and students and engaging students in the learning process. Manage the learning environment through keeping accurate records, taking attendance, submitting grades and other reports on time, and enforcing school/campus academic and attendance policies. Attend many general faculty, departmental, program-specific and school-wide

meetings. Answers questions related to program content that may impact curriculum and delivery of objectives for courses.

3. 2016-2017, Adjunct Instructor, Lamar State College of Port Arthur, teach medical coding and medical office administration courses and complete duties as assigned by supervisors. Plan and organize instruction in ways that maximize student learning. Develop, update, and post course syllabi.

ADDITIONAL RELATED EXPERIENCE

1. 2015-2017, Patient Rep II/ Medical Biller, Christus Physician Group of Port Neches, ensure that all data entry is accurate including demographic and financial information for each account. Follow numerous procedural requirements including data elements, insurance verification, authorization for services, and collections for all patient portions including prior balances. Work with patients to increase successful financial outcomes for patients.

Communicate directly with patients and families, physicians, nurses, insurance companies and third-party payers. Run daily, weekly, monthly, and quarterly reports. Review and audit claims for accuracy. Claim denial audit reviews as needed and corrected for resubmission by deadlines for review and potential approval and payment.

2. 2014-2015, Front Desk Clerk/ Front Office Manager, Dr. Kimberly R. Pitts, Responsible for overseeing the revenue cycle, supervise patient scheduling, registration, financial counseling, medical records, billing and collection, data entry and processing, and cash posting, Coordinate day to day operations of the practice's front office, Implement and maintains office policies and procedures Train medical office employees, Maintains and manages all filing and organizational systems for the practice. Ensures patient satisfaction, including troubleshooting when there is a complaint and help develop process improvements to prevent recurrences. Ensures regulatory compliance with HIPAA, OSHA, labor laws, and other federal, state, and local regulations. Coordinates logistics for internal and external meetings and conferences.

3. 2013-2013, Front Office Personnel, Dr. Robert Faseler, Responsible for providing administrative support to ensure efficient operation of the office placed in. Responsible for supporting managers and other employees through a variety of tasks related to organization and communication. Responsible for confidential and time sensitive material. Familiar with a variety of the field's concepts, practices and procedures.

4. 2007, Administrative Assistant, Goodwin Personnel Associates (Temp Agency) Provided administrative support to ensure efficient operation of the office placed in. Responsible for supporting managers and other employees through a

variety of tasks related to organization and communication. Responsible for confidential and time sensitive material. Familiar with a variety of the field's concepts, practices, and procedures.

5.2002-2005, Nursing Assistant, Our Place II Personal Care Home

Responsible for assist residents with all care needed. Responsible for completing detailed log of all activities, setting-up and passing out medications, calling healthcare professionals, cook, clean, laundry, etc. Coordinating resident care on a case-by-case need basis with other staff and health care workers.

6.1996-1997, ER Clerk, Crosby Memorial Hospital, Responsible for checking-in patients, audited medical forms for completion and accuracy. Responsible for assisting patients as needed. Duties included high level of data entry, insurance verification, patient contact, and other tasks as required on a patient-by-patient need basis.

7.1995-1996, Administrative Assistant, N&W Steel, Responsible for completing administrative duties as needed. Responsible for calls/call logs, file maintenance, meeting minutes, dictation, inventory, scheduling, expedition of material orders outcomes, etc.

PROFESSIONAL AFFILIATIONS

1. 2017-current: American Academy of Professional Coders (AAPC)
2. 2018-current: Texas Community College Teachers Association (TCCTA)

PROFESSIONAL DEVELOPMENT

1. 2015 ACUE (The Association of College and University Educators)
2. TCCTA (Texas Community College Teachers Association)
3. AAPC Healthcon 2020 Conference
4. AAPC Healthcon 2019 Conference
5. 2019 Teach the Teacher Conference
6. 2020-2021 Magna Commons
7. Blackboard Seminars
8. Banner Training

9. Mc-Graw Hill Training

10. Microsoft Teams Training

LSCPA CAMPUS EXPERIENCE (leave blank if new to LSCPA)

1. 2018-19: Member, LSCPA Curriculum Committee

2. 2018-2019: Member, Technical Division Student-Faculty Relations Committee

3. 2018-2019: Member, Technical Division Student-Faculty Relations Committee

4. 2019-2020: Member, LSCPA Faculty Senate

5. 2020-2021: Member, Scholarship Committee

6. 2018: Member, Master Plan Committee