



# Julie A. Gillette

## SUMMARY OF QUALIFICATIONS

Health Information Technology Specialist trained in health information functions such as content and format of records, retention and storage requirements, indexes and registries, and forms design. Special interest in quality systems as they apply to information technologies for data search and access. Familiar with laws and regulations addressing release of information and retention of records, as well as the legal and regulatory issues surrounding confidentiality of information. Detail-oriented with technical expertise yielding streamline operations to benefit patient care and regulatory compliance.

### HIT SKILL AREAS

Policy & Regulations	• HIPPA	• CPT	• ICD9
Medical Office	• Patient Accounts	• LYTEC	• EHRs

## EDUCATION

A.A.S. Health Information Technology	DeVry University	June, 2008
A.A.S. Logistics	Community College of the Air Force	August, 2001
A.A.S. Electronic Systems	Community College of the Air Force	June, 1997

## EXPERIENCE

### HEALTH INFORMATION TECH (TRAINING AND EXPERIENCE)

- June 2008-February 2010 Medical Records Manager, Valley Neuroscience Center, Jeffrey Sponsler, MD.
- Primary duties: Proofreading reports, coordinating diagnostic testing, referrals to other specialties, and ensuring patient records were received from third parties as requested. Ensuring patients complete pre-diagnostic requirements for new patient visits. Tracking referrals and reports.
- Managed electronic records for over 2,800 patients, maintained continuity & consistency
- Streamlined referring physician program resulted in 25% reduction of pending referrals & overdue reports.
- Chosen by practicum director to compare EHRs to data in LYTEC for monitoring patients on seizure medications. Captured data on 132 patients' last appointments, diagnoses, and lab results.
- Developed an Excel sheet to capture a list of 375 potential Video Electroencephalogram candidates out of 2089 patients using epilepsy diagnostic codes.
- Coordinated contact with 900 doctors statewide in the clinic's first major marketing campaign.

### UNITED STATES AIRFORCE

• Superintendent, Contingency Plans	Minot AFB, ND	2004-2006
• Chief, Logistics Plans	Elmendorf AFB, AK	2002-2004
• Superintendent, 3rd Wing Support Agreements	Elmendorf AFB, AK	2000-2002
• Unit Deployment Manager	Elmendorf AFB, AK	1998-2000

APRIL 1998 – APRIL 2006

### LEADERSHIP/MANAGEMENT

- Innovative support agreement manager, developed a template that slashed reviews by 30 days and converted program from paper to electronic.
- Analyzed monthly deployment taskings and developed a program matching personnel exactly to positions reducing the error rate 80% in 120 days.
- Led, directed, and supervised one Non-Commissioned Officer and two airmen supporting Minot AFB installation logistics planning efforts. Orchestrated installation support and deployment of 3,712 personnel and 2,269 tons of cargo.

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- Supervised the development and completion of the Base Support Plans for the Pacific Air Command and NORAD contingency taskings for two main bases, one air station, two forward operating locations, and 18 remote radar sites.
- Led two individuals in the management of a \$5 million support agreements program consisting of 87 interservice and intraservice support agreements, memorandums of agreement, and memorandums of understanding. Won Logistic Planner of the Year.
- Trained 117 unit deployment managers to meet demands of two major regional conflicts and rotations of ten Air Expeditionary Teams.

## **COMMUNICATION**

- Created user friendly data sheets for operational war plans reducing deployment planning time by 20%.
- Benchmarked as an Air Force instruction and training materials author; wrote local supplements and base training programs adopted command-wide.
- Wrote detailed performance evaluations for five Air Force personnel; leadership earned major command level awards for subordinates.

## **TEAM BUILDING**

- Motivated high-performance teams while cultivating productive relationships
- Led and supervised eleven personnel fostering a positive work environment producing consecutive outstanding quality inspection results

## **COMMUNITY INVOLVEMENT:**

- July 2010-Present Home schooling a second grader enrolled in Raven Correspondence Course
- June 2010-Present-Weekly Church Bulletin Coordinator and Administrator
- August 2008-May 2010 Secretary for the church women's group serving 145 families in need. Performed administrative duties and assisted monthly with various church and community outreach programs.
- June 2010-December 2010 President of the Valley Republican Women's Club—135 members & associates
- January-May 2010 Elected as Vice President for the Valley Republican Women's Club (VRWC)
- January-December 2009 Elected as Treasurer for the newly chartered VRWC, familiar with APOC regulations. Key to building a first year membership of 89 members – third largest in Alaska of nine clubs.
- September 2009-VRWC primary delegate at the National Republican Women's Convention.