

Kashanna Hector-Lebby MAFM, RHIA ODS, CPC, CPA Candidate, Doctoral Candidate

Experience professional with extensive knowledge of cancer registry management, health statistics and cancer surveillance. Strong analytic background, self motivated, life learner and leader.

Skills

- ✓ Communication
- ✓ Medical Terminology
- ✓ Anatomy and Physiology
- ✓ Medical Coding
- ✓ Electronic Health Records
- ✓ Problem-Solving
- ✓ HIPAA Compliance

Education

Virginia University of Lynchburg, Lynchburg Virginia, Online
Doctor of Healthcare Administration, Expected Graduation 2026

DeVry University Keller Graduate School of Management, Online
Master's Degree Accounting and Financial Management, 2021

Lincoln College of New England, Southington Connecticut
Associate Degree Health Information Technology, 2016

University of Hartford, West Hartford Connecticut

Bachelor of Science in Accounting, 2003

Professional Development & Certification/Awards:

NCRA Data Management Knowledge-Based Badge 2024
NCRA Work Force subcommittee Director Lead 2023-Present
NAACCR Mentor 2023-Present
NAACCR Member Recognition—Merit Award 2023
NCRA's Central Registry Knowledge-Based Badge 2023
Adjunct Professor, Charter Oak State College, 2022-Present
TRAC Vice President and Education Committee Chair, 2022-Present
NCRA- Education Foundation Executive Board Director, 2022- Present
NAACCR Recruitment and Retention Workgroup 2022 -2023
AAPC- Certified Professional Coder 2021
NCRA- Independent Clinical Advisor/Mentor 2020-Present
RHIA-Registered Health Information Administrator, December 2020
RHIT-Registered Health Information Technician, August 2018
Certified Cancer Tumor Registrar, November 2019
AHIMA Cancer Registry Management Program 2018-2019
Internal Auditor ISO 13485 Certification
Internal Auditor ISO/AS 9100 Certification
Project Management/Six Sigma Green Belt

Proficiencies

EPIC, Mertiq, Microsoft Office 365, SEER DMS, Blackboard, Canvas

Employment History

Medical Records Technician 2

Department of Public Health, Connecticut Tumor Registry, Hartford CT March 2020-Present

- ✓ Responsible for identifying reportable cancer tumors thru case finding utilizing pathology reports HL7 and image reports sent in from providers, hospitals, and labs
- ✓ Coding in SEER DMS cancer diagnosis, demographics, patient history, extent of disease, and treatment utilizing all available medial reports/records for each cancer cases seen and or diagnosed according to AJCC TNM, Solid Tumor Rules, COC and SEER guidelines
- ✓ Enter COVID-19 related and all other causes of death in CT-Vitals Death registration system
- ✓ Work on special adhoc projects such as clearing SS2000 Edit Failures for tight submission schedule
- ✓ Participate in a pediatric brain study by gathering data from SEER DMS to help support further epidemiology research studies
- ✓ Contribute annually with updating the reportable list for all hospital cancer registries in Connecticut to use when collecting information on malignancies diagnosed and/or treated

Cancer Registry Trainee, Volunteer

Hartford Healthcare- Hartford Hospital, Hartford CT

April 2019- March2020

Abstracting/Coding:

- ✓ Correctly interprets, abstracts and codes cancer diagnosis demographics, patient history, extent of disease, and treatment utilizing all available medial reports/records for each cancer cases seen and or diagnosed according to AJCC TNM, Solid Tumor Rules, COC and SEER guidelines

Follow-up

- ✓ Performed annual follow-up by mailing letters to physicians, other cancer registry/hospitals and state registries to ensure compliance with ACoS requirements
- ✓ Completed obituaries searches from follow-up reports and lists
- ✓ Updated follow-up information in the cancer registry abstract
- ✓ Verified patient expiration on the Social Security Death Index

Case Finding

- ✓ Identified all reportable cases of malignant diseases for inclusion into the registry database utilizing disease index, pathology reports, radiation therapy
- ✓ Participated in education activities involving state cancer registrar associations, Tumor boards, National conference

HIM Associate

Hartford HealthCare- Hospital of Central Connecticut, New Britain, CT

May 2017- March 2020

- ✓ Organized /sorted documentation from patients' chart prior to entering into Epic
- ✓ Scanned and indexed 30-50 medical records daily using OnBase and Epic
- ✓ Performed quality assurance checks for completeness and accuracy
- ✓ Prepared statistical reports, productivity logs, monthly reporting
- ✓ Provided coverage at other facilities such as Institute of Living & Hartford Hospital
- ✓ Trained interns and volunteers on the HIM department scanning procedures & other processes
- ✓ Identified and send notification with corrective action to document correction team of chart errors

Internship Experiences

March 2015-August 2016

**VA Connecticut Health System (Newington, CT & New Haven CT)
Hospital for Special Care
Glendale Center (Genesis Health Care)
Middlesex Hospital**

- ✓ Coding inpatient, outpatient and ambulatory surgeries
- ✓ Release of Information
- ✓ Quality and Risk management audits
- ✓ Data compliance
- ✓ Scanning/Indexing/QA
- ✓ Physician billing

Accountant II

Waste Management - Windsor, CT

October 2012 to January 2013

- ✓ Participated in a \$16 Million Special Inventory and Asset Management Project
- ✓ Performed monthly Recycling Rebates intercompany reconciliation
- ✓ Processed monthly Accounts Payable and Bi Quarterly pad vouchers for payment
- ✓ Prepare Minimum Lease Schedule, Asset Write-Offs/Asset Transfers
- ✓ Identify Lease/Owned Equipment with service locations to businesses serviced
- ✓ Maintained efficiency payment details for Gain share Accrual and other Accrued liabilities

Financial Analyst

Alstom Power - Windsor, CT

November 2011 to October 2012

- ✓ Heavy SAP Data validation (PowerMax) Validated WBS structures, project cost details, tendering projects, Sales Orders and Material Master into SAP for accurate uploading of new & existing project
- ✓ Assisted with 8 project/contracts audits
- ✓ Posted Journal Entries at month end close in J.D Edwards
- ✓ Reconciled and consolidate project review monthly financials for Thermal services,
- ✓ Prepared Profit/Loss, R&D Spending Sales orders, Cash Flow, Labor Analysis Report and Warranty Analysis Reports
- ✓ Processed Invoices for payment by coding with appropriate general ledger account numbers
- ✓ Identified Cash milestones from Purchase Agreement and/or Invoice for Profit recognition
- ✓ Identified Revenue/Billing Milestones from Cash Flow Forecast for Profit recognition

Financial Accountant

University of Hartford - West Hartford, CT

April 2011 to June 2011

- ✓ Worked closely with Athletics senior management/coaches to report budget, forecasts, and expenditures
- ✓ Prepared 5-15 requisitions in Banner, heavy reconciliation of P-Card (Credit Card) transactions
- ✓ Reconciled vendor statements and travel expense vouchers
- ✓ Notified Athletics' senior management of pending invoices awaiting approval

Kashanna Hector-Lebby **Email: healthcareprofessional2015@gmail.com**

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Financial Analyst *Earned Value Management

Hamilton Sundstrand - Windsor Locks, CT

February 2007 to May 2009

- ✓ Responsible for project scheduling, financials and EVMS contract services for the AMS 787 program, a multiyear
- ✓ Contract (\$200+ Million). Commercial and military programs (AMS 787 and CH53K)
- ✓ Created financial reports identifying potential cost overrun of 10-25% of budget
- ✓ Monitored and reviewed costs, operational budgets and schedules as well as manpower requirements
- ✓ Customized Risk/Opportunities Assessment by suggesting corrective action measures such as schedule/cost recovery, manpower adjustments, and budget re-allocation
- ✓ Provided MS Project Scheduling, SAP and Tiger expertise to the project managers and new trainees
- ✓ Loaded Tier 3, 4 & 5 schedules (work package, resources, budgeted work) into financial software per integrated scheduling provided by project managers.

All other work experiences 2007 and prior detailed experience of these positions will be provided at request