

# **CURRICULUM VITAE**

## **SHERRY B. THOMAS, CCP, CCP-AS**

**Company:** Medical Staff SOS, Inc.  
® PHIA – Professional Healthcare Institute of America™  
www.PHIA.com

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**Education:**

**1972-1975** Fairdale High School  
**1977-1980** Eastern Kentucky University, Medical Assisting  
**1998-2000** Coding Certification Course - Student Teacher  
**Oct 2000** AAPC Instructor Training Course  
**Nov 2000-2009** AMA Conference (Annually)

**Summary:** Ms. Thomas brings over 30 years experience in the health care industry including office management, billing, collections, ICD-9-CM, CPT-4 and HCPCS coding. She has assisted in minor surgical office procedures, front desk, laboratory, x-ray and medical assistant duties. She developed, authored and teaches the Certified Coding Professional (CCP) curriculum, the certification exam and the study guide to the certification exam. She also provides one-on-one professional assistance to physicians and their staff for all specialties; related to ICD-9, CPT and HCPCS coding and documentation. Ms. Thomas has also been called upon to provide expert witness in legal matters related to Fraud and Abuse.

**Employment:**

**1975 - 1977** **Paul Wolf, MD and Fred Shepard, MD, Medical Assistant**  
Ms. Thomas worked the front desk posting daily charges and receipts as well as performing billing obligations. She also assisted the physician with minor surgeries, applying casts, performing and developing x-rays, phlebotomy – lab procedures (ie, blood counts, urinalysis), administered IM and allergy injections, and performed EKG's.

**1980 – 1991** **James R. Stivers, MD, Office Manager**  
As Office Manager for a new practice, Ms. Thomas' job description included posting daily charges and receipts, billing, coding insurance claims, working denials, and assisting with lab and clinical procedures.

**1996– 1997** **Swati Daftary, MD, Office Manager**  
As a full-time Office manager, Ms. Thomas helped this new practicing physician to get her practice off the ground. She worked a variety of jobs including posting daily charges and receipts, billing, assisting the physician, coding insurance claims, working denials.

**1997- 1998** **Jefferson County Medical Society, Consultant**  
Ms. Thomas traveled from practice to practice as a consultant fulfilling various job requirements specific to each individual practice. She performed a variety of tasks and was able to use her existing knowledge and skills while developing new ones.

**1998-Present** **Medical Staff SOS, Inc/PHIA, CEO and Co-founder**  
As a Certified Coding Professional, Ms. Thomas provides medical ICD-9-CM, CPT and HCPCS coding education to physicians, providers and their staff. She is responsible for leading a company that has certified coders, customers, and/or clients in 40 states around the nation and India. She also has helped develop, organize and market the various seminars and in-house training sessions available through Medical Staff SOS, Inc. In 2001 she completed, through PHIA, the course curriculum (1100 page textbook) and study guide (500 questions/answers and mock exam) for the Certified Coding Professional (CCP) course.

**Publications:**

- January 2001** Completed the **PHIA (Professional Healthcare Institute of America) curriculum for the Certified Coding Professional (CCP) course**. This 80-hour program consists of an 1100 page textbook including instructional material for CPT, HCPCS and ICD-9-CM coding. Students learn coding rules and regulations for all medical practices and are instructed on proper coding from the operative report as well as in depth chart auditing instruction. This program also includes quizzes, classroom and homework exercises, review exams, a mid-term and a final exam. After completing the program, the student is well prepared to sit for the 5 ½ -hour timed Coding Certification examination, to earn their credentials. This curriculum is updated in all areas of coding on a quarterly basis.
- January 2001** Completed the **Certified Coding Professional (CCP) Certification Exam**
- June 2001** Completed the **Certified Coding Professional (CCP) Certification Examination Study Guide**. This study guide consists of over 400 sample questions regarding the rules to proper coding of CPT, HCPCS and ICD-9-CM codes, 100 coding exercises and a mock exam. Answers to all sample questions. Exercises and mock certification exam are provided in the guide as well as. This curriculum is continually updated to encompass the ever-changing body of government rules, regulations and codes.
- January 2003** Developed all power point presentations and narration for CCP online course.

**Material Developed for Seminars and Workshops:**

Basic ICD-9-CM Coding  
Advanced ICD-9-CM Coding  
Interventional Radiology Beginning  
Interventional Radiology Advanced  
Step-by-Step Chart Auditing Workshop  
EM Documentation for Providers and/or staff  
Coding for ENT Allergy  
Coding for OB/GYN  
Coding for Orthopaedics  
Coding and Auditing for Primary Care  
Coding for General Surgery  
Anesthesia Coding Seminar  
Coding Updates 2002  
Coding Updates 2003  
Coding Updates 2004  
Coding from the Operative Report  
Cardiac Catheterization Coding  
Coding Updates 2005  
Coding Updates 2006  
Coding Updates 2007  
Coding Updates 2008

**Certifications:**

- 1999** Certified Professional Coder (CPC) - American Academy of Professional Coders (AAPC)  
**2000** Certified PMCC Instructor/AAPC  
**2000** Certified Coding Professional (CCP) - Professional Healthcare Institute of America (PHIA)  
**2004** Certified Coding Professional – Audit Specialist (CCP-AS) - PHIA

**Awards:**

- 2009** Top 12 Finalist NAWBO Women Business Owner of the Year  
**2009** Nominee for the Greater Louisville Inc. - Inc.credible Award

**Volunteer:**

- November 2009** Middle School Connection program with Jefferson County Public School (JCPS)  
**2010 – 2011** Hikes Point Area Business Association (HPABA) - Secretary  
**June – August 09'** Presented 9 FREE 2 hour presentations to our medical community which involved over 1500 healthcare professionals from: Baptist Hospital East, Jewish Hospital, St. Mary & Elizabeth Hospital, U of L Hospital, Floyd, Clark and Hardin Memorial Hospitals. I also spoke before the KY Rural Health Association, St. Clair Medical Center, KY Society – Certified Public Accountants conference, and KY Primary Care Association.

**Speaking Engagements:**

Physicians Office Managers (POM) – Suburban Hospital 1999

LKMGMA Luncheon October 2002 “E-M Coding for the Physician Practice”  
LKMGMA Luncheon October 2006 “Medical Necessity: Why is it Important in Coding?”

Kentucky Primary Care Association (KPCA):

2000 ICD-9-CM Troubleshooting Workshop  
2000 ICD-9 CM Updates  
2001 Coding and Chart Auditing for the PCP Practice  
2002 CPT, ICD-9-CM, and OIG Updates  
2009 E/M Documentation Guidelines for Providers  
2009 RAC, ICD-9 Updates, ICD-10-CM, Coding & Billing Compliance

The Physicians Inc. (TPI):

E/M Documentation for Physicians  
E/M Documentation for Staff  
CPT 2001 Updates for Managers  
ICD-9 Coding Updates for Managers  
General Surgery Coding Seminar  
E/M Documentation Guidelines  
General Surgery Coding Seminar  
Pediatrics Coding Seminar for Providers  
Pediatrics Coding Seminar for Office Staff  
ENT/Allergy Coding for Providers  
ENT/Allergy Coding for Office Staff  
Coding for Radiology  
Coding for PCP's  
Anesthesiology and Pain Management Coding Workshop

United Healthcare - Allergy Coding for E/M

Kentucky TeleHealth Network: Updates 2002  
Updates 2003  
Updates 2004

Danville, Kentucky CPC Course  
Lexington, Kentucky: CPC Course

Nortons Hospital – E/M Documentation Guidelines

Kentucky Attorney General

**Healthcare Organizations:**

Rehabilitation Associates	Arthritis Center of Lexington	FIMA
Lewis County Family Practice	DocuComp LLC	Metropolitan Urology
Parkway Medical Clinic	Kentuckiana ENT Physicians	White House Medical Clinic
Ronald Schrodt, MD	Lexington OB/GYN	Women's Diagnostic Center
Mt. Washington Medical	Our Lady of Bellefonte Hospital	Clinton County Hospital
Aaron Medical Center	Big Sandy Health Center	Ephraim McDowell
Kentucky Urology Associates	Kings Daughter Medical Center	Commonwealth ENT
Owensboro Medical Office Assoc.	Alan Mauser, MD	Louisville Bone and Joint Specialists
Decker College	Neurocare of Southern Indiana	Orthopaedic Specialists
The Pain Institute	Conti Medical Concepts	Surgical Care Associates
Louisville Pulmonary Associates	Synergy – Anne Powell	Trevor Soergel, MD
Paragon Family Practice – Lexington	Dr. Solomon – Orthopaedic	Frazier & Jarvis, PLLC - Hospitalists
Women's Health Care, PSC	Cardiology of Kentucky	GLMS – AIM Diabetes Program
Thoracic & Vascular Associates	Summit Medical Associates	Southern Indiana OB/GYN
OB/GYN Associates – Columbus	Rau Family Practice	Physician Practice Organization
Consultants in Blood Disorders & CA	Doctors Park Family Practice	Louisville Orthopaedic
Columbus Family Practice	Columbus GYN & Adult Medicine	

Kentucky Coalition of Nurse Practitioners/Nurse Midwives (NCNPNM) 16 <sup>th</sup> Annual Conference - Galt House      Louisville, Kentucky E/M Documentation Guidelines for Providers	4-04
Williamson County Hospital – Nashville, Tenn. "How NOT to get audited in 2004"	4-04
Spalding University – Louisville, Kentucky      Nurse Practitioners E/M Documentation Guidelines for Providers	7-04
Summit Medical Center – Nashville, Tenn. "How NOT to get audited in 2005"	1-05
Floyd Memorial Hospital – New Albany, Indiana "How NOT to get audited in 2005"	1-05
Kentucky Medical Services Foundation (KMSF) – Lexington, Kentucky 2005 CPT-HCPCS Coding Updates	2-05
Joint Township District Memorial Hospital – St. Mary's, Ohio Cardiac Catheterization Coding	3-05
Spalding University – Louisville, Kentucky      Nurse Practitioners E/M Documentation Guidelines for Providers	3-05
Kentucky Coalition of Nurse Practitioners/Nurse Midwives (NCNPNM) 17 <sup>th</sup> Annual Conference – The Lexington Convention Center      Lexington, KY E/M Documentation Guidelines for Providers CPT Coding for OB/GYN ICD-9 Coding	4-05
Certified Medical Assistants Suburban Hospital - Louisville, Kentucky "How NOT to get audited in 2005"	8-05
Kentucky Coalition of Nurse Practitioners/Nurse Midwives (NCNPNM) 18 <sup>th</sup> Annual Conference – Northern Kentucky Convention Center      Covington, KY E/M Chart Auditing Workshop CPT Coding For Your Practice	4-06
Spalding University – Louisville, Kentucky      Nurse Practitioners E/M Documentation Guidelines for Providers	7-06
Greater Louisville Medical Society (GLMS)      Louisville, Kentucky CPT Coding Updates for 2007	12-06
Spalding University – Louisville, Kentucky      Nurse Practitioner Students E/M Services and Documentation Guidelines for Providers	3-07
Kentucky Coalition of Nurse Practitioners/Nurse Midwives (NCNPNM) 19 <sup>th</sup> Annual Conference – Northern Kentucky Convention Center      Covington, KY Advanced E/M Chart Auditing Workshop ICD-9 and CPT Coding: Do You Know The Rules?	4-07
Greater Louisville Medical Society (GLMS)      Louisville, Kentucky CPT Coding Updates for 2008	12-07
KMA – Kentucky Medical Association      Louisville, Kentucky Business Advocacy Committee Benefits and Importance of Certified Coders in the Medical Practice	12-07
Planned Parenthood SW Ohio (PPSWO)      Cincinnati, Ohio E/M Services and Documentation Guidelines	1-08
Twin Lakes Medical Foundation      Leitchfield, Kentucky E/M Services and Documentation Guidelines	3-08
Indiana Wesleyan University      Louisville, Kentucky NP Students - E/M Services and Documentation Guidelines	3-08
Virginia Cardiovascular Consultants      Fredericksburg, Virginia E/M Services and Documentation Guidelines	4-08

U of L Family Practice residents E/M Services and Documentation Guidelines	Louisville, Kentucky	5-08
Spaulding University NP students - E/M Services and Documentation Guidelines	Louisville, Kentucky	6-08
Maryland AAHAM Convention Physician Track: The Importance of a Certified Coder within the Physician Practice Beyond the Bells & Whistles: What to Look for in an EMR System	Ocean City, Maryland	9-08
U of L Family Practice residents E/M Services and Documentation Guidelines	Louisville, Kentucky	9-08
Greater Louisville Medical Society (GLMS) CPT and ICD-9 Coding Updates for 2009	Louisville, Kentucky	12-08
GPS - Navigate Your Practice 2009 RAC Audits Top 6 ICD-9 Mistakes	Chattanooga, TN	Feb 12 – 13, 2009
GPS - Navigate Your Practice 2009 RAC Audits Top 6 ICD-9 Mistakes	Louisville, KY	2-19-09
Kentucky Coalition of Nurse Practitioners/Nurse Midwives (NCNPNM) 21 <sup>st</sup> Annual Conference – Lexington Convention Center Lexington, KY Basic CPT Coding ICD-9 and CPT Coding: Do You Know The Rules?		4-09
Greater Louisville Medical Society (GLMS) Medicare Recovery Audit Contractors (RAC) and Review Program	Louisville, Kentucky	4-09
Kentucky Society – Certified Public Accountants Medicare Recovery Audit Contractors (RAC) and Review Program	Louisville, Kentucky	5-09
St. Clair Medical Center Medicare Recovery Audit Contractors (RAC) and Review Program	Morehead, Kentucky	6-09
Jewish Hospital Sponsored by: Greater Louisville Medical Society (GLMS) Medicare Recovery Audit Contractors (RAC) and Review Program	Louisville, Kentucky Louisville, Kentucky	6-09
St. Mary & Elizabeth Hospital Sponsored by: Greater Louisville Medical Society (GLMS) Medicare Recovery Audit Contractors (RAC) and Review Program	Louisville, Kentucky Louisville, Kentucky	6-09
Summit Medical Associates – Physician Retreat	Hermitage, TN	6-09
Baptist Hospital East Sponsored by: Greater Louisville Medical Society (GLMS) Medicare Recovery Audit Contractors (RAC) and Review Program	Louisville, Kentucky Louisville, Kentucky	7-09
University of Louisville Sponsored by: Greater Louisville Medical Society (GLMS) Medicare Recovery Audit Contractors (RAC) and Review Program	Louisville, Kentucky Louisville, Kentucky	7-09
Floyd Memorial Hospital Sponsored by: Greater Louisville Medical Society (GLMS) Medicare Recovery Audit Contractors (RAC) and Review Program	New Albany, Indiana Louisville, Kentucky	7-09
Kentucky Rural Health Association Medicare Recovery Audit Contractors (RAC) and Review Program	Frankfort, Kentucky	7-09
Clark Memorial Hospital Sponsored by: Greater Louisville Medical Society (GLMS) Medicare Recovery Audit Contractors (RAC) and Review Program	Clarksville, Indiana Louisville, Kentucky	8-09
Hardin Memorial Hospital Medicare Recovery Audit Contractors (RAC) and Review Program	Elizabethtown, Kentucky	8-09
Baptist Medical Associates Medicare Recovery Audit Contractors (RAC) and Review Program	Louisville, Kentucky	8-09

National Association of Medicaid Fraud Control Units (NAMFCU) Medical Coding – What You Need To Know!	9-09
ICD-10-CM: What you need to know! PHIA 2009 CEU Roundtable Conference	10-09
Greater Louisville Medical Society (GLMS)      Louisville, Kentucky ICD-9 Coding Updates for 2009	12-09
Grand Rounds – Baptist Hospital East      Louisville, Kentucky Medicare Recovery Audit Contractors (RAC) and Review Program	12-09
Louisville MGMA Luncheon ICD-10-CM: What you need to know!	1-10
Bluegrass MGMA Luncheon ICD-10-CM: What you need to know!	2-10