

**County Council of Howard County, Maryland**

2020 Legislative Session

Legislative day # 12

**RESOLUTION NO. 120 - 2020**

Introduced by: Chairperson at the request of the County Executive

A RESOLUTION confirming the appointment of Kelly Shalcosky-Proctor to the Local Behavioral Health Advisory Board.

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Introduced and read first time on September 8, 2020.

By order *Diane Schwartz Jones*  
Diane Schwartz Jones, Administrator to the County Council

Read for a second time and a public hearing held on September 21, 2020.

By order *Diane Schwartz Jones*  
Diane Schwartz Jones, Administrator to the County Council

This Resolution was read the third time and was Adopted , Adopted with amendments , Failed , Withdrawn  by the County Council on October 5, 2020.

Certified by *Diane Schwartz Jones*  
Diane Schwartz Jones, Administrator to the County Council

NOTE: [[text in brackets]] indicates deletions from existing language; TEXT IN SMALL CAPITALS indicates additions to existing language. Strike-out indicates material deleted by amendment; Underlining indicates material added by amendment.



# Kelly Shalcosky-Proctor

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## Objective

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An accomplished professional in the medical services industry seeking to apply my personal and professional experiences in behavioral health within the Howard County community.

## Certifications

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Certified Billing and Coding Specialist (CBCS), 2006  
National Healthcare Association

## Skill Highlights

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- Experienced caregiver with research knowledge of programs, medications, and resources for consumers and family members within Howard County and the state of Maryland with behavioral health concerns
- Volunteered with Howard County NAMI Sunday Suppers as a child and again from 1997-2012
- Worked with inpatient psychiatric and detox patients at Howard County General Hospital
- Wrote and taught college level medical office and billing courses at CCBC
- Managed care contract knowledge
- HIPAA compliance
- Accounts Payable and Receivable
- Patient and insurance payment posting, collections, and appeals
- Howard County resident for over 22 years

## Professional Experience

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**Cash Poster II**, June 2012 to Present

**Johns Hopkins Home Care Group** – Baltimore, Maryland

*Enter payments into five operating systems. Process organization refunds to patients and insurance companies.*

**Appeal Specialist**, April 2008 to March 2012

**Mercy Medical Center** – Baltimore, Maryland

*Appeal denied surgical CPT codes and follow up reimbursement of unlisted CPT codes to ensure appropriate payment. Meet with physician, insurance representatives, and the State Attorney's Office for criteria standards.*

**Practice Manager**, October 2006 to April 2008

**Mercy Medical Center** – Baltimore, Maryland

*Perform financial functions, write and implement policies and procedures, organize overall function of the office.*

**Continuing Education and Office of Technology Instructor**, January 2002 to December 2009

**Community College of Baltimore County** – Baltimore, Maryland

*Non Credit: Front Desk Medical Receptionist, Introduction to Medical Billing, Computerized Medical Billing,  
Credit: developed and taught Medical Billing and Patient Accounting (OFAD 251, credit)*

**Medical Billing**, January 2002 to August 2006

**Ying Huang, M.D., P.A.** – Ellicott City, Maryland

**Dermatology and Advanced Skin Care** – Ellicott City, Maryland

**Secretary / Accounts Receivable & Payable / Sales / Production, 1999-2002**  
Fashion Associates – Columbia, Maryland

**Office Manager, 1998-1999**  
Columbia Psychological Services – Ellicott City, Maryland

*Front desk duties, daily deposit, insurance and patient account receivable, physician payroll, and accounts payable.*

**Medical Transcription, 1996-1998**  
Worked out of home office. Physical Therapy transcription.

**Medical Secretary / Administrative Assistant, 1993-1996**  
David L. Kreisbery, M.D., P.A. – Catonsville, Maryland  
*Manage personal & business payable and receivable. Transcribe office notes & correspondence. Coordinate physician meetings, surgery, and on call schedule. Preoperative patient instructions and surgical authorization.*

**Medical Receptionist / Medical Billing, 1992-1993**  
Sheehan & Otto, M.D., P.A. – Ellicott City, Maryland

**Unit Secretary / Psychiatric Assistant, 1988-1994**  
Howard County General Hospital – Columbia, Maryland  
*Crisis intervention, individual and group therapy sessions with patients in accordance with prescribed treatment plans, communicate with other healthcare professionals regarding treatment plans.*

**Unit Secretary, 1987-1988**  
St. Agnes Hospital – Baltimore, Maryland

## **Education and Training**

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**University of Phoenix, Axia Campus**  
Organizational Psychology  
(2009-2010) GPA: 3.97 Continuous Honor Roll

**Community College of Baltimore County**  
Catonsville, Maryland, USA  
Psychology / Business Administration  
(1986-1991) GPA:4.0 Continuous Honor Roll

**References available upon request**