

# RESUME

## PERSONAL INFORMATION

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Name: Maria Theresa L. Arcangel  
Mailing Address: [REDACTED]  
Telephone Number: [REDACTED]  
E-mail Address: [REDACTED]  
Country of Citizenship: [REDACTED]

## EDUCATION, SKILLS, AND TRAINING

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### **Postgraduate Medical Training**

1987-1988 Veterans Memorial Medical Center; Quezon City, Manila Philippines

### **College**

1979-1983 Far Eastern University; Manila, Philippines  
Bachelor of Science Major in Chemistry  
Academic Achievement: Cum Laude

1983-1987 Far Eastern University-NRMF; Manila Philippines  
Doctor of Medicine

### **High School**

1975-1979 Del Pilar Academy; Imus, Cavite Philippines  
Academic Achievements: No. 8- Class of '79 Ranking (364 graduates)

### **Computer Skills:**

Microsoft Word  
Microsoft Power Point  
Microsoft Excel

### **Certification:**

Certified Professional Coder (CPC) – American Association of Professional Coders  
Certified Outpatient Coder (COC) - American Association of Professional Coders  
Certified Professional in Utilization Review – McKesson InterQual

## ASSOCIATIONS/ORGANIZATIONS

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National State Medicaid Director/National Association of Medicaid Directors, Executive Committee Member - 2008 to 2012  
Guam Developmental Disability Council, Council Member - 2007 to present  
American Academy of Professional Coders - 2003 to Present

## RECOGNITION

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DPHSS Manager of the Year 2003  
Governor's Certificate of Leadership Award 2005  
Award of Excellence for Manager of the Year 2016

## **WORK EXPERIENCE**

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**June 2013 - April 2014**      **Acting Chief Human Service Program Administrator**  
**April 2014 to Present**      **Chief Human Service Program Administrator**  
                                         **Guam Department of Public Health and Social Services**  
                                         **Division of Public Welfare**

### **Duties and Responsibilities:**

Direct the administration of island-wide social services and public welfare programs of the Division of Public Welfare with 198 full time employees. Directs the administration of bureau programs' in Economic Security, Health Care Financing; Social Services; Work Programs; Management Support and Investigation and Recovery. Direct the oversight of the division's programs preparation, review and submittal of annual state plan, corrective action plan, grant-in-aid application, federal waivers, federal and local reports, and federal and local annual budget in accordance with federal and local laws and administrative guidelines. These programs include:

- Supplemental Assistance Nutrition Program (SNAP)
- Cash Assistance Program
- Child Care Development Fund
- Medicaid Assistance Program
- Medically Indigent Program
- Children's Health Insurance Program
- Enhanced Allotment Plan
- Medically Indigent Program
- Health Information Technology-EHR
- Title XX of the Social Security Act (Block Grant)
- SNAP Education program
- TANF-Jobs Program
- SNAP Employment and Training Program

**September 1998 – February 2011**      **Acting Human Services Program Administrator**  
**February 2011 – April 2014**      **Human Services program Administrator**  
                                         **Guam Department of Public Health and Social Services**  
                                         **Division of Public Welfare**  
                                         **Bureau of Health Care Financing Administration**

### **Duties and Responsibilities:**

Direct and provide leadership on bureau's operation, financial management, reporting, state plan amendment, policy development, provider enrollment and agreement, claims processing, utilization control, Early Periodic Screening and Diagnostic Treatment, Medicaid Buy-in and Third-Party Liability Program, Fraud and Abuse Detection, and Prior Authorization of the following medical assistance programs in accordance with the local and federal laws.

- Medicaid Assistance Program (MAP), Title XIX of the Social Security Act.
- Children's Health Insurance Program (CHIP), Title XXI
- Medically Indigent Program (MIP), Guam P.L. 18-31/P.L. 25-163

- Enhanced Allotment Plan Program- Medicare Modernization Act of 2003

**1998 – 2011      Program Coordinator IV  
Guam Department of Public Health and Social Services  
Division of Public Welfare  
Bureau of Health Care Financing Administration**

**Duties and Responsibilities:**

Supervise the operation of the Medicaid/MIP/CHIP on-island and off-island Utilization Review and Claims Processing Section; develop policies and procedures; prepare and analyze program utilization data; organize, direct, monitor and evaluate staff to ensure that individual and section assignments and workload are completed accurately; conduct provider orientation; prepare corrective compliance plan in response to audit findings; and review appropriateness and coordinate all requests for off-island medical treatment.

**1990 – 1998      Claims Processing and Utilization Review Officer (Medicaid Specialist)  
Guam Department of Public Health and Social Services  
Division of Public Welfare  
Bureau of Health Care Financing Administration**

**Duties and Responsibilities:**

Plan, develop, implement and maintain the utilization review activities of the MIP and Medicaid Program for off-island and on-island institutional and non-institutional unit to insure proper utilization of local and federal funds; establish parameters, criteria and standards of utilization review reports designed to monitor recipients and providers utilization of services to detect fraud and abuse on both programs based on existing federal and local guidelines.; perform onsite utilization review of inpatient Medicaid and MIP clients and conduct medical chart review against provider's claims to verify accuracy, quality, necessity and appropriateness of services rendered to program recipients.