



CUMBERLAND ORTHOPEDICS

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LETTER OF RECOMMENDATION

Re: Gina Leary

To Whom It May Concern:

Ms. Leary has been a long-term employee at Cumberland Orthopedics. She has been employed since approximately 1998 through April of 2012. Over these approximately 14 years, she has had a variety of job tasks that she has performed. Her activities involved with insurance companies, in the medical office setting, include processing insurance claims, as well as receiving and processing secondary insurance claims. She has also been involved with contracting between our physician and office services with the insurance companies. She has also been involved extensively with Medicare, both paper claims and electronic claims. She has been involved with our contracting with Medicare, as well as its substantial electronic processing changes over the years. She has also been involved in credentialing both with the private insurance companies and with Medicare.

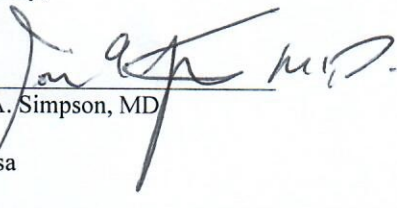
Ms. Leary has also been involved with what I would consider the posting of the insurance payments received, handling accounts receivable, and with the coordination of patient payments on these accounts receivable. This includes dealing with the patient themselves, private insurance carriers, public insurance carriers, and Workers Compensation carriers. Many of these claims are processed electronically, as well as some being processed by paper claims. She has also performed a variety of office management duties including payroll, scheduling of office maintenance for heating and air conditioning, computer vendors, as well as office equipment maintenance. Ms. Leary has also been involved with the office maintenance and contracting within the other offices located within our medical complex building.

Ms. Leary has also been involved with the "front desk" activities such as dealing with the patients and family, having new charts assembled, entering patients into the computer system, and scheduling of patient appointments, as well as some scheduling of patient tests.

Most recently, some of her job duties have involved the complexities of board certification for "maintenance of certificate", which in orthopedics is a ten-year cycle. During this time, she has been instrumental in keeping the records for maintenance of certificate, the filing of the materials with the Board themselves, and coordinating re-certification exams so that Board Certification has been maintained. Over these years, she has been a very dedicated employee. She is very competent in performing all of her job duties and does not hesitate to take on new and additional job duties when required. In general, I feel that she has a very strong work ethic.

I would highly recommend Ms. Leary for any position that utilizes her skills. I know that she will do an excellent job and always work to the best of her abilities.

Sincerely,



Jon A. Simpson, MD
JAS/sa