

Robert Jones

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Anytown, State ZIP

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PROFILE

Experienced healthcare professional with thorough knowledge of healthcare and business administration. Innovative and high performing leader in facility operations including financial activities, process improvement, and business development. Proven track record of honesty, integrity, creativity, and professionalism in achieving corporate and personal goals. Particular expertise includes:

- Financial Analysis
- Process Improvement
- Financial Audit/Compliance
- Insurance Regulations
- New Hire Protocol Training
- Billing Operations

EXPERIENCE

Revenue Reporting Manager

Corporate America, Anywhere, US

2003-Present

Outpatient facility specializing in both workers compensation and pain management health services with approximately 2.4 MM in annual revenue. Responsible for operational policies and procedures within the department including billing, scheduling, and essential daily patient documentation. Initiate and implement business improvement projects. Additional responsibilities include cost benefit analysis on service offerings, new hire training, and maintaining corporate relationships.

Selected Accomplishments include:

- Restructured departmental job titles and created a cross-training system to allow all employees to perform each departmental job task at a functional level to eliminate scheduling issues.
- Designed the "FIT4LIFE" program focused on post-rehab exercise. This program is currently being used by several workers compensation insurance providers and private pay customers.
- Designed a systematic approach to entering and maintaining patient database and changing necessary information on each patient visit. Designed additional tracking info including medications, and diagnostic testing.

Financial & Planning Analyst

Corporate America, Anywhere, US

2002

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EDUCATION

The Best University, Anywhere, US

Master of Business Administration, 1997

The Best University, Anywhere, US

Bachelor of Science, 1995

REFERENCES

Available upon request