

ROBERT JONES

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1.800.123.4567
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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
- Insurance Regulations
- Process Improvement
- New Hire Protocol Training
- Financial Audit/Compliance
- Billing Operations

EXPERIENCE CORPORATE AMERICA, ANYWHERE, US 2006 - PRESENT
Revenue Reporting Manager

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.

CORPORATE AMERICA, ANYWHERE, US 2003 - 2006
Financial & Planning Analyst

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.

CORPORATE AMERICA, ANYWHERE, US 2000 - 2003
AVP Asset Management

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.

EDUCATION THE BEST UNIVERSITY, ANYWHERE, US 1997
Master of Business Administration

THE BEST UNIVERSITY, ANYWHERE, US 1995
Bachelor of Science

REFERENCES Available upon request