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## Clinical Administrator Resume

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### Job Objective

Seeking opportunity to improve my skills within this field and in a position as a Clinical Administrator with your organization.

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### Highlights of Qualifications:

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- Strong experience in a health care setting management
  - Wide knowledge of medical practice plan administration
  - Profound knowledge of the working of rehabilitation and home health center
  - In-depth knowledge of Medicare rules, regulations, and requirements
  - Ability to work independently as well as lead a staff in a healthy environment
  - Ability to plan, direct, monitor, organize, and control monetary and non-monetary resource
  - Ability to read, write and speak fluent English
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### Professional Experience:

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Clinical Administrator,  
November 2007 – PresentUMass Medical School, Elim, AK

- Provided in-service training to the nursing personnel and encouraged to continue education to meet the needs of the facility.
- Prepare strategies for improvements in the facility, maintained the improvements in line of the objectives of the clinic.
- Managed the staff, allocated work to them, maintained the leave management and payrolls of the staff.
- Maintained the facility 24×7 to provide information to customers.
- Administered the human resources including the hiring, termination and evaluation of the employees.
- Documented the finances of the UMCH clinical program such as the expenditure on medical supplies, payrolls, in-patient and outpatient services.
- Maintained the clinic in accordance to the NCCHc, DOC and ACA.

Clinical Administrator,  
December 2001 – October 2007Grafton Inc., Elim, AK

- Managed the clinical data, recorded all the information on to the computer systems.
  - Maintained the facility in coordination with the regional vice president. Developed new policies and various procedures to increase the efficiency of the team, incorporated improvement to the system.
  - Coordinated with the key referrals to their needs and adapted to it, developed the case management tools to aid the needs of such cases.
  - Oversaw the call center and reviewed the call list department on a regular basis.
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### Education:

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Bachelor's Degree in Nursing, Winona State University, Winona, MN

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