
Home Health Care Administrator Resume

Job Objective

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

Summary of Qualifications:

- Remarkable supervisory and administrative experience in home health care setting
 - Sound knowledge of the Home health care, hospitals and the various other health programs
 - Outstanding knowledge of the health care policies
 - Familiarity with Federal and State laws and guidelines pertaining to Home Health Medicare
 - Outstanding leadership and managerial skills
 - Ability to resolve various problems
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Work Experience:

Home Health Care Administrator, November 2007 – Present
Heartland Health Care Center, Mentor, MN

- Coordinated with the health resources and outside agencies to maintain effective working of the facility.
- Monitored the working of the facility in accordance to the agency policies and the Federal Law.
- Maintained the basic needs of a health care Centre.
- Provided both preventative and clinical services in accordance to the state and the Federal Laws.

Home Health Care Administrator, December 2001 – October 2007
Texas Home Health, Mentor, MN

- Participated in various conventions and health care fares to facilitate the business.
 - Developed and implemented the various business development policies to attract number to the facility.
 - Evaluated the personnel and the equipment in the facility to recommend any changes, maintained the auxiliary facilities.
 - Oversaw the budget and the accounting system of the facility's branch.
 - Helped the staff in development and promoted the growth of the facility.
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Education:

Bachelor's Degree in Health Care Administration, Angelo State University, San Angelo, TX

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