**Rebbecca F. Daniels**

3712 Bird Spring Lane

Houston, TX 77099

Phone No: 449-876-2451

Email: rebbeccadaniels@anymail.com

**Career Summary:**

Highly-professional and organized Healthcare Administrator with strong experience in managing and overseeing daily administrative functions and ensuring compliance. Possess strong leadership and team working skills along with the effective communication abilities, computer proficiency, and knowledge of medical terminology.

**Summary of Skills:**

* More than 5 years experience in healthcare administration as well as strong knowledge of medical terminology and medical insurance plans
* Proficiency in MS Office Suite as well as database applications and EHR system
* Strong management and leadership skills to oversee daily duties of healthcare staff as well as to ensure organization's growth
* Creative and strong problem-solving skills to handle issues related to staff and administrative duties
* Effective communication and interpersonal skills to build and maintain strong relationships with healthcare personnel as well as with patients, families, and visitors
* Strong organization and prioritization skills as well as ability to handle multiple tasks simultaneously and within tight deadlines
* Strong data entry skills as well as ability to maintain high level of confidentiality of sensitive information
* Ability to maintain a positive working environment as well as provide excellent customer services

**Work Experience:**

Healthcare Administrator

Capital Medical Group, Houston, TX

October 2016 - Present

* Directing day-to-day functions of the facility in accordance with current federal, state and local standards, guidelines, and regulations to provide the highest degree of quality care to patients
* Working closely with the doctors, nurses, care coordinators, medical and billing departments to improve patient care
* Overseeing and monitoring delivery of quality patient care services as well as managing all business operations of the facility
* Developing and implementing quarterly and annually strategic plans that support business plans
* Preparing annual budgets, P&L statements as well as reviewing statistical and financial reports
* Assisting in developing and implementing programs to promote recruitment, retention, continuing education, and training of healthcare staff
* Coordinating with Human Resources for interviewing, hiring and employee termination activities as necessary
* Ensuring maintenance of accurate medical records for billing, auditing and regulatory compliance within approved and appropriate guidelines
* Managed accurate and updated patients' health and staff records as well as maintained their confidentiality
* Performing other administrative tasks, including tracking medical and office supplies, creating work schedules for staff, answer queries and solve various issues of staff, etc.

Healthcare Administrator

Avalon Health Group, Houston, TX

December 2014 - September 2016

* Communicated monthly and quarterly goals to administrative staff as well as conducting performance reviews for subordinates to improve clinical quality and growth of the facility
* Played an important role in overall management and operations of the facility under the direction of Chief Operating Officer and in conformance with healthcare policies, and regulations
* Managing staffing activities, including hiring, training, performance evaluation, and termination
* Reviewed and interpreted monthly financial statements as well as prepared annual operating budget
* Performed routine inspections of the facility to assure that established procedures and policies are being followed
* Managed front office operations, including scheduling appointment, patient registration, and proper billing
* Conducted marketing analysis and research as well as supervised, and managed advertising efforts on behalf of the facility
* Prepared and managed expenses reports as well as found and suggested effective ways to minimize costs
* Provided administrative support to healthcare by arranging meetings and conferences, handling incoming calls and mails, maintaining important medical records and files, etc.

Healthcare Administrative Assistant

Acadia Healthcare, Houston, TX

August 2012 - November 2014

* Provided general and administrative support to the staff, doctors and patients of the Oncology department under the supervision of office manager
* Assisted in filing medical documents as well as liaised between patient and insurance companies
* Interfaced with other departments to ensure proper data collection, information dissemination, and financial management activities
* Prepared presentation materials for meetings and conferences
* Maintained schedules and calendars for multiple department heads as well as arranged meetings, conferences, travel and other departmental activities as assigned
* Answered incoming phone calls to arrange appointments or to handle inquiries
* Typed and designed general correspondences, memos, charts, tables, graphs, etc., based on functional needs
* Received, sorted, and distributed incoming mails as well as accepted and signed for package deliveries

**Education:**

* Master's Degree in Healthcare Administration  
  University of Houston-Clear Lake, Houston, TX  
  2012
* Bachelor's Degree in Healthcare Administration  
  University of Houston-Clear Lake, Houston, TX  
  2009

**Reference:**

On request.