

Bo Vari

Bvari2890@gmail.com

• 4376 All Seasons Dr. • Hilliard, OH 43026 • 937.776.1882 (mobile)

EDUCATION:

- Bachelor of Science in Health Service Administration August 2013
Ohio University, Athens OH

CLINICAL EXPERIENCE:

- 2021 **Ohio State University Wexner Medical Center** November 2013 – July
- 2021 **Patient Access Coordinator Lead** (Radiology & General Nutrition) July 2016 – July
- Lead a team of 15 schedulers
 - Forecast and adjust schedules through WFM tool for optimization
 - Acted as lead for Urology during centralization of that department
 - Create and implement new protocols for work que standardization
 - Headed the centralization of General Nutrition new patient scheduling
 - Lead weekly departments meetings
 - Facilitated the move from old location to current location
 - Main point of contact for radiology technicians and transcription team
 - Handle escalated calls
 - QA team member calls for performance review
 - On lead panel for call quality assurance modifications
- Scheduling/Registration Representative** (Radiology) November 2013 – July 2016
- Scheduled/Communicated with over 100 patients daily
 - Converted binder desk guides to electronic guides via OneNote
 - Trained new hires
 - Gained valuable experience in Hospital operating functions
 - Collaborated with Radiology, Cardiology, Women's Health and the One Call Referral Line
- Premier Health, Dayton OH** (Corporate Office) May 2013 – July 2013
- Health Administration Intern** (Human Resources)
- Assisted in the construction of a Standard Operating Procedure (SOP) for the HR department
 - Constructed an Employee Relation Survey for Diversity Relations
- Ohio University, Athens OH** September 2009 – September 2011
- Athletic Training Student (ATS)**
- Worked as an ATS with NCAA Division I sports (Football, Women's Softball, Track and Field)
 - Observed multiple surgical procedures

SKILLS:

- Ability to learn quickly and efficiently
- Experienced in Microsoft Office (Word, Excel, Outlook, OneNote and PowerPoint)
- Strong communication abilities

