**Ellen Preiss**

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**Objective**

To secure a position in Healthcare Administration

**Relevant Skills**

20+ years in Healthcare Management

Development and implementation of office policies and procedures

Recruiting, training and supervision of office staff

Benefits administration

Maintenance of personnel records

Worker’s Compensation claim management

**Employment History**

1/99-1/12 Office Manager The Waynik Group Fairfield, CT.

* Responsible for the day to day operations of a 13 clinician Psychiatric Practice, with 2 full-time locations, 14 support staff
* Recruiting and training of office staff
* Development and implementation of policies and procedures
* Maintenance of personnel records
* Benefits administration including worker’s compensation claims management
* Achieved increase in practice revenue through insourcing of billing functions and collection efficiencies
* Implementation of Practice Management software including Electronic Health Record
* Credentialing for clinical staff
* Facilities management
* Purchase of all equipment and supplies necessary for a medical office including computer hardware and software
* Excellent oral and written communication skills

9/96-5/98 Office Manager Plastic and Reconstructive Surgery Associates New Haven, CT.

* Oversaw daily activities of a busy surgical practice, recruiting and training of office staff
* Maintenance of personnel records
* Benefits administration
* Accounts receivable and accounts payable
* Credentialing for all physicians

3/95-8/96 Sales Education Coordinator Wright Medical Technologies Arlington, TN.

* Provided administrative support for the Director of Sales Education as well as the Director of Customer Service
* Scheduled training for outside sales staff, secured appropriate sites for training, travel arrangements and lodging
* Preparation of all training materials

6/86-9/94 Office Manager Gastroenterology Associates of New Haven, New Haven, CT.

* Responsible for recruiting and training of all front office staff and medical assistants
* Maintained schedules for all clinical coverage of main office, 3 satellite offices and 3 hospitals
* Maintenance of all personnel records
* Developed policies and procedures
* Benefits administration

5/80-6/86 Medical Secretary Gastroenterology Associates of New Haven, New Haven, CT.

* Provided secretarial support for doctors
* Answered phones, scheduled appointments for office and hospital procedures
* Scheduled hospital admissions, and all out-patient testing
* Assisted physicians with office procedures

**Education**

St. Mary’s High School New Haven, CT.

Southern Connecticut State University New Haven, CT. Selected courses

**Continuing Education Programs:**

Connecticut Workplace Law

Medicare and Medicaid Yearly Updates

Risk Management Programs

ICD10 Coding Initiative

HIPAA Compliance (5 Part Series)

**Proficiency in the following Practice Management Software:**

Medical Manager

Physician Office Manager

SSIMED

ADP Advanced MD