**Robert A. Horton**

**1009 Watts Circle Email: rahorton06@yahoo.com**

**Nashville, TN 37209 Cell Phone: (314) 324-6390**

**OBJECTIVE**

To secure a challenging opportunity whereas I can continue to develop and enhance my healthcare administration career.

## EDUCATION

Tennessee State University, Nashville, TN Degree: B.S. Healthcare Administration and Planning

# SUMMARY OF QUALIFICATIONS WITH SYNOPSIS

Self-starter with the ability to set effective priorities and meet important deadlines. Ability to handle multiple priorities with minimal supervision. Ability to comprehend and follow written and verbal instructions. Skilled in maintaining records and recording test results. Proficient in developing and maintaining effective working relationships with patients, medical staff, and general public. Well trained in dealing with interpersonal issues and customer relations. Ability to organize and communicate efficiently.

**EMPLOYMENT/INTERNSHIPS**

**2011-Present Quality Assistant *Amerigroup***

* Healthcare Effectiveness Data and Information Set(HEDIS) Project Management (Data Analysis and Measures)
* Record Abstraction and Acquisition for Quality Measures for HEDIS Project
* Create Process Flow Development for Scanning tools and tool development for Medical Records Review Project
* Educate/Train HEDIS Nurses on Navigation and access to EHR/MRR, MRR Scanning process/tools and data tracking
* Run claim reports using Facets and train HEDIS Nurses on navigating Facets

**Summer 2011 Administrative Intern (Summer Internship)** ***Tennessee Department of Health***

* + Assisted with acquisition, preparation and reconciling database listing for intended survey group
  + Processed surveys and enter survey data into Access database

**2010-11 Center of Excellence for Learning Sciences Administrative Assistant (Part-Time) *TN State University***

* Managed research projects and electronic file systems
* Organized and scheduled all meeting planning activities and/or appointments

**2009 Diversity Coordinator (Summer Internship) *3H Management Consultant Group***

* Coordinated and maintained all diversity information and documentation
* Assisted in the research, identification, analysis, and assessment of diversity metrics and reporting methodologies

**2008 Administrative Intern (Full-Time) *HCA- Clinical Service Group Corporate Office***

* Identified high risk areas in health care practices and learned effective strategies to assess risks. Implemented effective solutions and applied practical approaches to eliminate the identified risks and provide exceptional and safe care
* Examined potential medical risk and liabilities through the use of data and identify impact upon the organization
* Researched medical case studies and presented findings to superiors

**2007 Producer of Health Watch Show (Full-Time) *88.1 WFSK Radio Station***

* Determined the program content within station guidelines

**2007 Administrative Intern (Summer Internship) *Centennial Medical Center***

* Planned and directed action plans for Patient Transport Department

# COMPUTER SKILLS

Microsoft Word, Excel, Microsoft Office Outlook, PowerPoint, and Custom Software