Urmila Koyira

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OBJECTIVE:	To obtain a challenging position in a progressive organization that will utilize and further develop my organizational skills while helping achieve company goals.
EDUCATION:	**University of Georgia**: Bachelor of Science - Nutrition Science
	Gwinnett Technical Institute: Visual Basic Programmer
	Medical College of Georgia: Associate of Science in Physical Therapy

COMPUTER SKILLS:

- **Visual Basic 6.0**
- **eRehabdata**
- **Corel WordPerfect**
- **Net Suite**
- **ReDoc Software Suite**
- **IRF-PAI software**
- **Microsoft Office Suite**
- **CRM**

EXPERIENCE:

- Software design, **technical writing**, training and implementations
- **Office management** for the Rehabilitation Services department
- Developed and implemented Emory Wesley Woods Productivity Program, June, 2000 using **Visual Basic 6.0** with **Access**
- Created and edited documents with **MSWord**, **Excel**, and **PowerPoint**
- Data entry for billing of departmental charges
- Used **Excel** for therapy accruals and monthly accounts reconciliation
- Worked with the medical team to devise treatment plans for rehabilitation patients
- Attended medical rounds using a team approach for patient discharge plans
- Scheduled/coordinated transportation for outpatient clinic
- Analyzed and restructured data to meet **CARF** certification requirements

WORK HISTORY:

Independent Contractor
Net Health Inc., Pittsburgh, PA (working remotely form Atlanta, GA)
Quality Assurance Department
July 2017 to February 2018
Testing and reporting found inconsistencies, errors, and bugs in company applications

Clinical Liaison/Trainer
Net Health/ReDoc, Nashville, TN (working remotely from Atlanta, GA)
January 2009 – October 2016
Designed, developed and executed ReDoc University training module for all clients on all modules purchased, project management and software implementations for Practice Management clients, new product design and implementation, remote clinical support, technical writing, design and production of training videos

Rehab Services Office Management/Rehab Admissions Coordinator
Atlanta Medical Center, Atlanta, GA
2008 – PRN and Maternity leave assistance
Office management of Inpatient Rehab Services department, Acute rehab evaluations and admission analysis for all internal and external referrals for the Atlanta Rehabilitation Center, IRF-PAI supervision, collection of FIMs, rehab transmissions to CMS

Client Advocate
The Rehabilitation Company, Nashville, TN
February, 2006 – September, 2006
Project management for software packages purchased, client training; remote/onsite; software development and re-design of ReDoc Suite and ReDoc Scheduler

Outcomes Coordinator
Atlanta Medical Center, Atlanta, GA
June, 2001 – August, 2002
Oversight of all outcomes for the Atlanta Rehabilitation Center, IRF-PAI supervision and transmission to CMS using eRehabdata and CMS software, assisted with CARF re-certification, Ortho/Neuro Surgical Services team member

Physical Therapist Assistant
Emory Wesley Woods Geriatric Hospital, Atlanta, GA
June 1999 – June 2004
Supervised rehabilitation technicians and provide physical therapy for patients in the Acute Rehabilitation, Long-term Care, Medical, Psychiatric, Neuro – Psychiatric units, and the Outpatient clinic

Physical Therapist Assistant, **PRN/Contract**
October, 1997 – 2010
Serve as a contract Physical Therapist Assistant for several companies in Georgia including: Atlanta Medical Center, Athens Regional Medical Center, Morgan Memorial Hospital, Emory Wesley Woods Hospital, NovaCare, Therapists Unlimited, Advanced Rehab Services, and TheraTex

Physical Therapist Assistant
Atlanta Medical Center, Atlanta, GA
September 1992 – 2010
Provide bedside treatment for patients with various diagnoses (ages ranging from neonates to geriatrics), supervise Physical Therapy Aides, member of the med/surgical documentation team

PERSONAL INTERESTS:

Hand thrown pottery
Photography
Traveling