

JOHN H. SMITH, M.P.A.

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Highly motivated Financial Analyst with recent Master of Public Administration degree and 13 years of experience. Ensure accurate, complete, and useful documents for billing, purchasing, and insurance purposes as well as compliance with contract requirements. Currently manage procurement for 300+ employees implementing 6 programs in 6 clinics. Increased departmental efficiency and accountability by spearheading effort to automate record keeping. Background includes BA from State College of Criminal Justice.

**Leadership – Customer Service – Procurement – Budgeting – Financial Analysis – Contract Compliance
Vendor Relationships/Negotiations – Account Management – Research – Communication**

EDUCATION

MASTER OF PUBLIC ADMINISTRATION, 2012, *State University*, Tampa, FL

Courses included:

- Accounting for Government, Healthcare and Non-Profit Entities
- Organization Theory and Management
- Healthcare Economics
- Health Services Management
- Strategic Planning & Marketing
- Regional Planning

BACHELOR OF ARTS, 2000, *State College of Criminal Justice*, Tampa, FL

RELATED EXPERIENCE

MEDICINE STATE DIVISION OF SUBSTANCE ABUSE, Albany, NY

2001 – Present

Administrative Secretary VII, 2010 – Present

Create and track purchase orders, monitoring them for compliance with requirements of 3-15 financial grants valued at \$200,000+. Determine if funds are available, purchases agree with grant conditions, and orders received are 100% accurate.

- Source vendors and work with Procurement Department to negotiate prices for variety of products and services ranging from office and medical supplies to food service from 50+ vendors.
- Created purchase orders through Sciqwest and process invoices for payment as well as travel vouchers and petty cash.

Patient Billing Clerk VI, 2008 – 2010

Processed billing for General Primary Care (GPC) Department.

- Guaranteed that all records of patient interactions received proper ICD 9 and CPT codes.
- Checked each patient's Medicaid and Managed Care status and processed all PCG audits.
- Initiated procedure to process Utilization Threshold Forms in timely manner to extend number of visits for patients who had exhausted Medicaid visits, ensuring that hospital would be paid for all their care.
 - Completed 100+ forms that had not been processed previously.
- Input newly enrolled General Primary Care patient information in Smart system.
- Processed patient insurance claims, including verifying eligibility and obtaining pre-authorizations.
- Conducted quarterly internal audits in order to identify unpaid claims for follow-up.

Secretary V, 2001 – 2008

- Assisted Director, Assistant Director, and Clinic Coordinator in day-to-day operations of clinic.
- Created and maintained patient financial records and files.
- Answered patient inquiries regarding standard clinic policies and procedures, routed mail, answered phones.

J CHILDCARE ASSOCIATION, Albany, NY

1999 – 2001

Administrative Assistant

PROFESSIONAL AFFILIATIONS

The American Society For Public Administration
Phi Alpha Alpha National Honor Society