



Sharo Weima

Practice Administrator

Contact Details

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Education

- Associate's Degree in
Healthcare Administration
Stanford University
2017 - 2021

Skills

- Administrative Skills - Expert
- Organizational Skills - Expert
- Financial Management - Expert
- Communication Skills - Expert
- Problem Solving - Expert
- Computer Literacy - Expert

Summary

Example 1: Experienced Practice Administrator with 5+ years of management experience in medical settings. Skilled in developing and implementing effective medical office policies and procedures.

Work Experience

Practice Administrator, UCLA Medical Center

March 2023 - Present

- Successfully managed the practice's day-to-day operations, including scheduling, patient flow, and staff management.
- Led the practice's transition from paper to electronic medical records, increasing efficiency and accuracy.
- Developed and implemented policies and procedures for the practice, ensuring compliance with applicable laws and regulations.

Practice Administrator, UCLA Medical Center

May 2021 - February 2023

- Coordinated with the billing and coding departments to ensure claims were properly processed and reimbursements were collected timely.
- Supervised a team of 15 medical office support staff, providing guidance, direction, and feedback.
- Maintained accurate records of patient contact information, medical history, insurance information, and other relevant data.

References

References available upon request

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Ying-Ying Zheng



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