



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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ABA Journal ,1976-04 The ABA Journal serves the legal profession Qualified recipients are lawyers and judges law students law librarians and associate members of the American Bar Association *Law Practice* ,2004 **Federal and State Judicial Clerkship Directory** ,2001 **Law Reports of the Incorporated Council of Law Reporting** ,1914 *The Ohio Law Reporter* ,1922 **The Law Reports of the Incorporated Council of Law Reporting** Great Britain. High Court of Justice. King's Bench Division,1914 *Ohio Law Reporter and Weekly Law Bulletin* ,1922 The Canada Law Journal ,1881 *American Legal News* ,1913 **ABA Journal** ,1965-05 The ABA Journal serves the legal profession Qualified recipients are lawyers and judges law students law librarians and associate members of the American Bar Association *The Law Journal* ,1906 **The American Pure Food and Health Journal** J. N. Garfinkle,1910 **Labor Law Reporter Employment Practices, Transfer Binder** ,2006 *The Daily Washington Law Reporter* ,1877 Vols for 1902 include decisions of the District of Columbia Court of Appeals and various other courts of the District of Columbia **Florida State Bar Association Law Journal** ,1929 **American Law Review** ,1892 *The American Law Review* ,1892 *The Journal of the Kansas Bar Association* Kansas Bar Association,1992 *The Hennepin Lawyer* ,2004 **Clearinghouse Review** ,1990

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