



Lorraine Scarborough

Albuquerque, NM

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Objective: To obtain a position in a respected company that values teamwork where I can demonstrate my skills as a part of a management team.

Qualifications: As a Practice Administrator I have provided over all leadership, strategic planning, organization and control of all aspects of business activities to assure the accomplishment of the practices objectives. I have supervised staff directly or through managers and supervisors. I have 23 years experience in the health care field from patient financial services to patient access; working in a both healthcare systems and private medical offices. ** Willing to relocate**

- 15 years in management. Manage up to 25 staff, both permanent and temporary.
- Team development. Hiring, coaching counseling, and termination if necessary.
- 23 years experience working with all types of professional clinical staff, and peers.
- Strategic planning with both administrative and clinical operations, in private practice and hospital settings.
- EMR software purchase and implementation * eClinical works, Greenway, Centricity.
- Successful Meaningful Use application and secured financial incentives.
- Setup and management of multi-site operations
- Successful acquisition of a single practice goodwill buyout.
- Administration of research study in office through TPA Merck HPV study.
- Proven track record in RCM
- Managed Accounts payable and managed accounts receivable
- Payroll
- Manage budget requirements, and secure data for budget preparation
- Applied knowledge with A/P using QuickBooks, and CBS client.

- Marketing
- Negotiating contracts with professional staff
- Proficient EMR and A/R database systems. Proficient on all word applications.
- Implementation of OSHA, HIPAA and JACHO regulations
- Development and implementation of Policies and Procedures
- Proficient in medical coding ICD-9, CPT, RVUs.
- 23 years working knowledge with all types of insurance carriers, Medicare, Medicaid private commercial payers, and contracted services.
- Administration support with psychology fellowship program
- Business Administrator of all operations for Medi Spa from operations to marketing and financial management.

Professional Work History:

Sr. Practice Administrator

Hospital Physician Partners 4/29/2014- Present

Manage up to 60 providers and have 4 direct reports. I work with a large health care system with 4 hospitals. I interact with CEO,CMO,CNO,COO on a daily basis.

Practice Administrator

Women’s Cancer and Surgical Care Albuquerque NM 09/2013-01/2014

Supervision of administrative/clinical staff and all duties as listed above

Practice Administrator

Women’s Medical Group of Upland Ca. 11/2008-08/2013

Supervision of administrative/clinical staff and all duties as listed above

Business Administrator

Rejuvenaire Medi SPA **owned** by Women’s Medical Group of Upland 11/2008-2010

- Managed all aspects of 2ndary business. Staffed personnel, purchased products, **Marketing** and bookkeeping.

Supervision of administrative/clinical staff and all duties as listed above

Practice Administrator

Summit Pain Management. SLC Ut.

05/2006 – 06/2008

Supervision of administrative/clinical staff and all duties as listed above

Practice Manager

Children's Hospital. San Diego, Ca

02/2001 – 06/2003

Outpatient Psychiatry Department

Supervision of administrative/clinical staff and all duties as listed above

- Hospital lay off due to funding state programs.
- References available upon request.
- Additional work history upon request.

Education:

High School diploma.

Salt Lake Community College with a 3.7 GPA.

Attended University of Utah

- Currently working towards CMPE through MGMA

Professional Affiliations:

National Chapter – Medical Group Managers Association

Local Chapter – **California** Medical Group Managers Association