



ALEXANDER SCOTT

Clinical Operations Manager

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PROFESSIONAL SUMMARY

Results-oriented Clinical Operations Manager with 2 years of experience in streamlining clinical processes and improving patient care. Demonstrates strong leadership in managing diverse teams and ensuring compliance with healthcare regulations. Dedicated to enhancing operational efficiency and fostering a collaborative environment that prioritizes quality and patient outcomes.

WORK EXPERIENCE

Clinical Operations Manager Feb / 2024-Ongoing
Blue Sky Innovations Chicago, IL

- Facilitated the successful opening of a new clinic by overseeing operational planning and compliance.
- Managed daily clinic operations, ensuring efficient team performance and patient care.
- Conducted insurance verifications and demographic entries while providing excellent customer service.
- Executed administrative tasks, serving as the Compliance Officer for OSHA and HIPAA regulations.
- Promoted clinic services through networking and managed patient registration via EMR systems.
- Oversaw inventory control and maintained reports for Patient-Centered Medical Home standards.
- Adapted to a fast-paced environment, contributing to a successful clinic launch within one week.

Clinical Operations Manager Feb / 2023-Feb / 2024
Crescent Moon Design Portland, OR

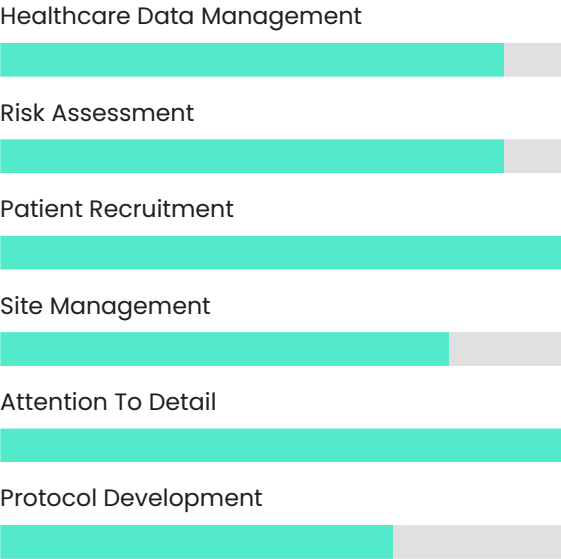
- Directed daily operations for three rural health clinics, ensuring quality patient care across diverse communities.
- Supervised a team of 45 employees, enhancing operational performance through effective leadership.
- Managed HR functions including payroll, scheduling, and conflict resolution to support staff needs.
- Implemented quality improvement studies compliant with Rural Health standards.
- Coordinated in-service training and certifications for employees, fostering professional development.
- Acted as liaison between clinics and local communities, enhancing service outreach and partnerships.

EDUCATION

Bachelor of Science in Health Administration Feb / 2022 - Feb / 2023
University of Health Sciences Portland, OR

Focused on healthcare management principles and operational strategies.

SKILLS



INTERESTS

- Podcasts Language Learning
Dancing Cycling

STRENGTHS

- Intuition Leadership
Listening Mentorship

LANGUAGES



ACHIEVEMENTS

- Developed and implemented a new patient registration system, reducing processing time by 30%.
- Led a quality improvement initiative that resulted in a 15% increase in patient satisfaction scores.