

Mary Aboutar

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EDUCATION & HEALTH CARE PROFESSIONAL

Excellent leadership skills and capacity to deliver exceptional education in health services. Experience hiring and training employees for key positions. Proven ability to implement new software platforms in an evolving market. Possess expertise to manage program budgets and to create and manage schedules. Keen organizational abilities and effective communication skills. Ensure the most current laws are adhered to and all health care policies and procedures are followed.

KEY QUALIFICATIONS

- Blackboard LMS
- Campusview
- MyPath
- Coding & Classification Systems
- CMS
- Optum
- ECW
- Wconnect

PROFESSIONAL EXPERIENCE:

Advanced Headache & NeuroCare Clinic

Medical Office Manager

2017-Current

- Accountability for daily operations
- Collaborate with physician, and leads associates and internal/external customers including patients/families to assure optimal patient care and outcomes.
- Coordinate and manage associates and organizational resources in order to provide the highest quality patient care in a safe, cost effective, customer-focused environment thereby creating the best place for patients to heal, physician to practice and associates to work.
- Hire medical staff & coordinating employee scheduling
- Establish contracts with medical supply vendors
- Working with patients to establish payment plans
- Updating MD credentialing details as needed
- Ensure compliance with MIPS & MACRA

Dakota College

Healthcare Curriculum Coordinator & Online Faculty

2018-Current

- Update the ICD-10 curriculum in multiple healthcare sections
- Ability to deliver exceptional service to students
- Blackboard expert experience
- Teaching Medical Billing & Coding online
- Supports outreach and research on the development of additional curriculum
- Review and monitor student and course feedback, provides recommendations for content improvement

National Louis University

Healthcare Adjunct Faculty

2016-2018

- Create, distribute, and review the course syllabus
- Utilize a variety of instructional strategies to engage students, including cooperative and experiential learning
- Meet with academic department chair to develop courseware and curriculum
- Evaluate student performance promptly and accurately based on departmental rubrics
- Coordinate with the college or university bookstore in order to ensure class material availability
- Teach assigned class material in accordance with learning objectives that are developed by the department
- Communicate with students outside of class to provide supplementary instruction

Westwood College

Program Chair On-line & On-Ground

2009–2016

- Head instructor for the Medical Billing & Coding classes including Pathophysiology, Medical Law & Ethics, Medical Administrative Procedures EMR and Medical Terminology
- Lead the campus wide roll-out of ICD-10 coding for faculty and students including training, selecting specific software & coding curriculum
- Supervised the educational process to make sure that every faculty member & student is involved in a positive educational experience through the learning, teaching, and social environment
- Interviewed and conducted teaching auditions and selected qualified faculty and staff
- Evaluated student transcripts through the TES system
- Conducted training for new instructors
- Observed classroom instruction and coached faculty towards improvement
- Conducted annual performance reviews for Faculty
- Created schedules for students and faculty each term
- Implemented the roll-out of MOSS software
- Implemented annually curriculum updates and managed communications to students and faculty
- Managed the budgets for the Healthcare programs
- Ensured all medical labs are HIPAA compliant
- Worked with medical practices to place students at externship sites and potential permanent employment

Ameritech College

Online Instructor

2012-2015

- Instructor for Medical Insurance Billing & Coding, Medical Terminology and HIPAA
- Worked with students concerning retention issues

Kids Place of Willowbrook

Medical Assistant, Medical Biller & Coder – Remote & In office

2004–2010

- Utilized the Medisoft platform to bill insurance companies
- Coordinated with insurance companies for medical billing claims
- Conducted conference calls with Insurance companies and patients to resolve outstanding issues
- Worked with patients over the phone and in office on payment plans and to collect past due payments
- Collected patient's medical history in advance of their doctor's appointment
- Audit patients chart and updated patient information

EDUCATION, CERTIFICATIONS & AFFILIATIONS:

Westwood College

Masters of Business Administration - Management

Saint Leo University

Bachelors of Science in Health Care Administration

American Medical Technologists – RMA Registered

Medical Assistant

US Career Institute-Medical Claims and Billing Certification