

Mija Ryer •

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Objective: A career position with a progressive organization; a position where creativity is valued, hardwork—required, satisfaction—earned, and advancement is a product of one's proven ability to effectively meet the challenges and display the leadership to exceed company expectations.

Bachelor of Arts in English

Bachelor of Arts in Sociology

University of California, Davis

Employment History

PCC & Medical Group, Inc. – Sacramento, CA

ASSOCIATE DIRECTOR

July 2005 - Present

- Responsible for facility compliance with AAAHC, CLIA, OSHA, HIPAA, and other regulating bodies.
- Designed, revised, updated, and expanded the "Policy and Procedures" manual and Clinic Protocol.
- As part of Risk Management and Quality Assurance for our facility, I currently review all charts for accuracy and uniformity, this includes: Informing the Executive and Medical Director of any inconsistencies, documenting these findings (if necessary), and providing the necessary follow-up.
- In compliance with CLIA and AAAHC, I review all labs, this includes: A quarterly audit of all lab logs to confirm adherence to CLIA guidelines, daily review and documentation of all incoming labs, and ensuring all findings be directed and responded to according to protocol.
- Outreach and Advertising: Redesigned and conceptualized PCC website, brochures, and booklets to meet the ever-changing needs of our patients while keeping current with women's health care needs and issues.
- Part of a Provider on-call (triage) emergency support to all patients who call our after-hours emergency line. Reporting directing to the professional staff and Medical Director.
- Train and supervise a variety of employee positions within our facility.
- Credentialing and Peer Review: I am responsible for a quarterly review of all licensed personnel to assure that the documentation, treatment, and follow-up is accurate and appropriate.
- Manage staffing needs and scheduling, professional staff included.
- Responsible for all patient billing sheets / coding.
- Over see the Ordering Supplies in order to remain compliant with all necessary updates and changes while maintaining contracts with vendors.
- Daily reconciliation and submission of deposits.
- Professional Affiliations: ACCESS, ACOG, NARAL, NOW, NAAP, ACOL.
- Member of the Infection Control, Laboratory, Quality Control, Quality Improvement and Peer-Review, Quality Assurance, Risk Management, and, Human Resources committees.

CLINIC COORDINATOR / MEDICAL ASSISTANT

July 2002 - July 2005

- Performed front office duties including (but not limited to): phone consultations, insurance verification, faxing, requesting authorizations, setting appointments, etc.
- Worked in all areas of the back office including: procuring tissue, dating ultrasounds, medical assisting, instrument sterilization, and patient advocacy.

Other Relevant Experience

WOMAN'S HEALTH SPECIALISTS – Chico, CA

Travel Team Supervisor

January 2001- May 2002

MOXIE'S CAFÉ & GALLERY – Chico, CA

Assistant Manager

April 1999- May 2001

JASCO'S CALIFORNIA CAFE – Chico, CA

Kitchen Manager

January 1997 – April 1999

Skills and Abilities

- Microsoft Office (Word, Powerpoint, Excel)
- Adobe Photoshop CS4
- Lytec Medical Software
- Macintosh and PC proficient

Trainings

- HIPAA
- ICD-9 / CPT Coding
- Workplace Safety
- Emergency Protocols
- Oral Contraceptives

Certifications

- American Heart Association for the BLS for Healthcare Providers (CPR & AED)

