

Maryam Atiyeh

Healthcare Administration

 (865) 377-9260

 maryam.y.atiyeh@gmail.com

RHIA-certified healthcare administrator with 6+ years of experience creating a productive environment for healthcare professionals. Managed a team of 12 admission and sales staff in a long term care facility with over 170+ patients. Prepared complex HIPAA-compliant reports to patient service coordinators in a healthcare clinic.



Experience

2017-05 - 2020-07

Healthcare Administrator

Serenity Care, Richmond, VA

- Coordinated the care of 170+ patients in a long term care facility.
- Managed admission and sales staff to ensure compliance with state rules and regulations.
- Reviewed and approved over 50 financial and medical applications a week.
- Protected the privacy of patients by strictly following HIPAA regulations.
- Promoted a positive image of the facility to physicians, patients, and insurance companies.

2014-08 - 2017-03

Healthcare Administration Specialist

Community Health Clinic Inc., Charlotte, NC

- Prepared 5+ detailed reports monthly for patient service coordinators to enhance patient satisfaction and clinic efficiencies.
- Created internal procedures to develop, maintain, and implement strategic initiatives.
- Developed the company's compliance measures regarding funding reports.
- Assisted with front desk administrative duties, which included patient registration, scheduling, and updating EHRs.



Education

2010 - 2014

Bachelor in Online Healthcare Management

Rasmussen College, Altamonte Springs, FL

- Relevant coursework: Healthcare Planning, Healthcare Law and Ethics, Health Informatics
- GPA: 3.9



Skills

Skilled in leadership, relationship building, and business administration

Adept at budgeting and quality assurance

Passionate about data analysis and providing top-notch patient care



Certificates

Certified in Healthcare Compliance, CHC

Registered Health Information Administrator, RHIA