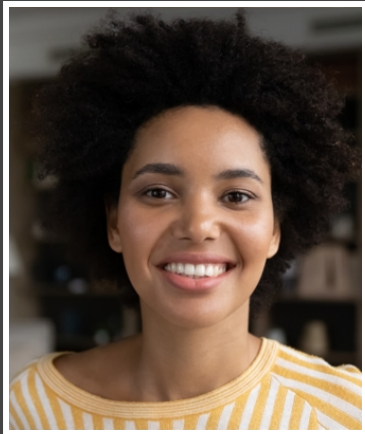




Hana Ogden

Healthcare Administrator

Healthcare administrator with 12 years of experience managing operating budgets up to \$8.2M across clinical and administrative departments, holding variance to plan within tight margins. Partnered with executive leadership on strategic growth initiatives that generated \$736,400 in new annual revenue through added specialty service lines. Credentialed as a Fellow of the American College of Healthcare Executives, with deep working knowledge of EPIC Systems, JCAHO accreditation, and HIPAA compliance.

CONTACT INFORMATION



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Prescott, AZ 12345

EDUCATION

- MS IN HEALTH CARE ADMINISTRATION AND POLICY | ARIZONA STATE UNIVERSITY, TEMPE, AZ | 2012 - 2014
- BACHELOR OF SCIENCE IN HEALTH SCIENCES | NORTHERN ARIZONA UNIVERSITY, FLAGSTAFF, AZ | 2008 - 2012

KEY SKILLS

- Operating Budget Management
- Strategic Planning
- HIPAA Compliance
- JCAHO Accreditation
- EPIC Systems
- Microsoft Excel
- Revenue Cycle Oversight
- Departmental Financial Reporting
- Capacity Planning
- KPI Development

PROFESSIONAL EXPERIENCE

HEALTHCARE ADMINISTRATOR | GRANITE CREEK COMMUNITY HEALTH CENTER, PRESCOTT, AZ | 2019 - PRESENT

- Managed a \$8.2M annual operating budget across 4 clinical departments, holding budget variance from plan to 2.5% for 4 consecutive fiscal years.
- Restructured provider scheduling templates and extended evening clinic hours, increasing patient appointment availability by 29 open slots per week.
- Partnered with executive leadership to develop a 3-year strategic growth plan, adding 2 specialty service lines that generated \$736,400 in new annual revenue.
- Directed monthly financial reviews in Microsoft Excel comparing departmental spending against plan, identifying and correcting variances within 5 business days.

ASSISTANT ADMINISTRATOR | MINGUS VALLEY MEDICAL ASSOCIATES, COTTONWOOD, AZ | 2016 - 2019

- Oversaw a \$6.9M annual operating budget for ambulatory services, finishing each fiscal year within 3.7% of the approved plan.
- Expanded same-day appointment capacity from 14 to 37 slots per week by reallocating exam room assignments and adjusting provider shift blocks.
- Prepared quarterly budget-to-actual reports for the board of directors, tracking 24 line items across clinical and administrative cost centers.
- Coordinated JCAHO accreditation preparations across 3 departments, organizing document reviews and mock surveys over a 6-week cycle.

OPERATIONS COORDINATOR | AGUA FRIA VALLEY FAMILY PRACTICE, DEWEY, AZ | 2014 - 2016

- Tracked monthly expenditures against a \$2.67M annual operating budget in EPIC and Microsoft Excel, flagging line items exceeding plan by more than \$3,750.
- Opened 18 new patient appointment slots per week by redesigning front-desk intake workflows and reducing average check-in time from 14 minutes to 8 minutes.
- Maintained HIPAA-compliant records management procedures and prepared documentation for annual compliance reviews.

CERTIFICATIONS

- Fellow of the American College of Healthcare Executives, American College of Healthcare Executives | 2020