



Derek Joshi

Health Services Manager

Healthcare administration professional with 6 years of experience in regulatory compliance, vendor negotiations, and clinical data management using Cerner, Microsoft Excel, and SharePoint. Renegotiated linen and medical supply contracts with three vendors, reducing annual procurement costs by \$57,130. Holds a Nursing Home Administrator License and has resolved 21 compliance deficiencies across two facilities through corrective action planning and staff retraining.

Contact Information



(334) 555-0125



derek.joshi@example.com



Eufaula, AL 12345

Education

Bachelor of Science in Health
Services Administration

Auburn University, Auburn, AL | 2016
– 2020

Key Skills

- HIPAA Compliance
- JCAHO Readiness
- Vendor Contract Negotiation
- Regulatory Audit Preparation
- Cerner
- Microsoft Excel
- SharePoint
- Staff Training and Development
- Budget Reconciliation
- Policy Development

Professional Experience

HEALTH SERVICES MANAGER | PEA RIVER HEALTH AND REHABILITATION,
EUFULA, AL
2023 – PRESENT

- Resolved 14 compliance deficiencies identified during a state survey by developing corrective action plans and retraining staff within 43 days.
- Renegotiated linen and medical supply contracts with 3 vendors, reducing annual procurement costs by \$57,130.
- Redesigned clinical reporting templates in Microsoft Excel for nursing leadership.
- Coordinated monthly HIPAA privacy audits and updated 23 internal policies to align with current federal requirements.

ASSISTANT HEALTH SERVICES MANAGER | BARBOUR COUNTY SKILLED NURSING
CENTER, CLAYTON, AL
2021 – 2023

- Identified and corrected 7 compliance deficiencies related to medication documentation before the annual JCAHO review cycle.
- Consolidated pharmacy and wound-care supply orders across 2 units, saving \$33,870 per year through volume pricing.
- Migrated 14 paper-based quality reports into a SharePoint dashboard, raising data accessibility for charge nurses and the medical director by 37.3%.
- Prepared quarterly compliance dashboards tracking 18 KPIs for the administrator and medical director.

ADMINISTRATIVE COORDINATOR | CHOCTAWHATCHEE CREEK MEDICAL GROUP,
OZARK, AL
2020 – 2021

- Reviewed vendor invoices averaging \$9,840 per month and flagged billing discrepancies that recovered \$4,260 in overcharges over 9 months.
- Organized staff orientation sessions on HIPAA and infection-control protocols for groups of 12 new hires each quarter.
- Updated resident intake forms in Cerner and standardized data entry fields, reducing incomplete records from 19 per week to 4 per week.

Certifications

- Nursing Home Administrator License, State licensing board for nursing home administrators, with the NAB national exam, 2021