

Aida Sanez

2159 Post Road • Northbrook, IL 60062 • (847) 291-1834 (Home) • (847) 322-1835 (Cell)

Profile

Goal-oriented financial professional with well developed leadership qualities. Proven ability to organize and motivate results-producing teams. Highly skilled at creating cost-efficient operations that are adaptable to changing conditions. Self-starter who continually stresses innovation in all aspects of financial activity. Areas of expertise include:

- Financial Operations
- Accounts Receivable
- Capitation
- Managed Care
- Commercial Insurance
- Medicare
- Collections
- Subrogation
- General Accounting
- Purchasing

Professional Experience

BusiMed, Inc., Chicago, IL *COO and Reimbursement VP*

9/2004- Present

Responsible for the planning, organizing, staffing, leading and managing of all aspects of financial planning and business operations and reimbursement for our client medical practices to insure optimum efficiency of processes and maximal revenue.

Center for Human Reproduction, Chicago, IL

2003-9/2004

Infertility clinic offering comprehensive fertility services. Practice includes four medical centers in Chicago and two in New York.

Vice President of Operations

Responsible for the planning, organizing, staffing, leading and managing of all aspects of business operations and reimbursement to insure optimum efficiency of processes and maximal revenue. Performed regular review of accounts receivable and reimbursement trends. Instituted an arrears collection process to reinvigorate write-off accounts and successfully collected on accounts more than five years in arrears. Worked closely with payer contracts including renegotiating all major contractors. Optimized use of the IDX System functions and capabilities. Used insurance industry experience to keep informed of the constantly changing rules and regulations. Coordinated and managed patient complaints. Directed the recruiting, hiring and development of staff. Responsible for physician licensure and hospital privileges. Selected accomplishments include:

- Implemented a process to verify and reconcile accounts payable monthly payments to the IDX computer system.
- Implemented practice policies and procedures to maximize revenues and reduce expenses.
- Guided the financial turnaround of the practices to a positive bottom line.
- Increased the volume of referrals over the previous year.
- Redesigned the billing and collection processes.
- Reduced the average accounts receivable balance by increasing the amount of collections.

Advocate Health Partners, Mt. Prospect, IL

1995-2003

Leading managed care joint venture to provide physician/hospital contracting and care management to PHOs and affiliated medical groups in metropolitan Chicago affiliated with Advocate Health Care.

Director, Operations Consultant

Hired to develop the recovery process. Developed position descriptions and hired a staff of five to recover monies from third parties. Responsible for the recovery of assets totaling approximately \$160,000,000 for seven PHOs and Advocate Health Centers. Developed processes and procedures to recover funds. Supervised the accounts payable function. Selected accomplishments include:

- Collected over \$26,000,000 in recovered funds in an eighteen-month period due to incorrect payments, duplicate payments, payments that were the responsibility of another party, COB, subrogation and reinsurance.
- Implemented a process to verify and reconcile accounts payable monthly payments to the IDX computer system.
- Identified and recovered funds related to claims, capitation and reinsurance.

Practice Manager (Advocate Medical Group)

Supervised thirty support staff. Prepared the practice budgets. Directed the preparation of daily scheduling of doctors including on-call schedules. Provided supervision to the clinical and support staff. Developed and maintained working relationships with managed care providers. Selected accomplishments include:

- Implemented practice policies and procedures to maximize revenues and reduce expenses.
- Developed successful marketing plan for practices.
- Guided the financial turnaround of the practices to a positive bottom line.
- Increased the volume of referrals over the previous year.

Professional Medical Billing and Consulting Services, Inc., Park Ridge, IL

1990-1995

Consultant

Performed financial analysis to determine opportunities to improve financial performance. Increased productivity and profitability through process redesign, implementation and maintaining of billing and management programs. Selected accomplishments include:

- Performed several financial turnarounds for client businesses.
- Identified and outsourced opportunities to increase subrogation recoveries at a reduced cost.
- Increased the efficiency of the collection process for every engagement.

Eulogio Andaya, M.D.S.C., Chicago, IL

1986-1990

Multiple physician practice comprising three medical centers and employing 90 physicians and staff.

Vice President, Operations

Responsible for the overall management of primary care and tertiary care physician practices, support and ancillary services. Provided administrative direction and leadership to physicians and senior management. Developed programs designed to enhance patient flow and patient satisfaction. Provided direction to assure effective marketing of services and offices. Selected accomplishments include:

- Directed the successful financial turnaround of the medical centers.
- Redesigned the billing and collection processes.
- Successfully recruited additional physicians in specialties that were not previously available leading to increases in patient volume and practice revenues.

Professional Health Care Specialists, Chicago, IL

1980-1986

Multiple physician practices including outpatient surgical center and five medical centers providing multi specialty services and employing approximately 200 physicians and support staff.

Vice President, Operations

Responsible for the day-to-day management of the surgical and medical centers including budgets and capital purchases. Supervised the hiring of physicians, management staff and administrators. Spearheaded the development and implementation of marketing programs. Selected accomplishments include:

- Successfully established two new office sites and surgical center.
- Increased revenues by recruiting additional physicians resulting in new specialties being provided by the offices.
- Reduced the average accounts receivable balance by increasing the amount of collections.

Other Professional Experience

Provided accounting services on a consulting basis to clients.

Education

DePaul University, Chicago, IL

B.S., Accounting

B.S., Spanish

MBA program

Certification

Certified Public Accountant

Volunteer Activity

HIV Coalition, Member, Board of Directors	1996-1999
Genesis Center, taught English to Spanish speaking patients.	1995-1998
St. Norbert, taught English to Spanish speaking parishioners.	1982-1991