

Yaseen Abu Gharbieh

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Education

University Of Texas Of Dallas

- **B.S in Healthcare Business**

May'24

Professional Experience

Synaptic Pediatric Therapies-Clinic Administrator Specialist

Nov'23-Present

- Managed operations and administration across nine pediatric clinics, ensuring streamlined processes and high-quality patient care.
- Supervised and directed billing processes, including the preparation, submission, and follow-up of insurance claims to ensure accurate and timely reimbursement.
- Verified and confirmed patients' insurance coverage, securing necessary benefits and pre-authorizations to facilitate uninterrupted healthcare services.
- Generated detailed financial and operational reports, analyzing billing and revenue cycle activities to identify trends, optimize financial performance, and support strategic planning.

SandsRx Pharmacy – Pharmacy Technician

Apr'22 – Oct'23

- Participated with pharmacists to compound customized pharmaceutical formulations, employing precise measurements and adhering to stringent quality standards.
- Conducted quality control checks on compounded medications to verify accuracy and consistency, adhering to regulatory guidelines and best practices.
- Collaborated closely with pharmacists to blend innovative solutions, compounding specialized medications that catered to the diverse of the patients including tailored dosage forms and allergen-free formulations.
- Executed compounding tasks within the pharmacy setting, preparing customized medications in accordance with specific formulations and dosage requirements under pharmacist supervision.

WellHealth Clinic – Clinic Operations Coordinator

Jan '21 – Dec'21

- Created comprehensive training materials covering clinic protocols, software usage, patient interaction, and job-specific tasks, contributing to staff development and performance improvement initiatives.
- Managed intricate end-to-end payroll procedures, ensuring precise compensation distribution while adhering to regulatory guidelines and organizational policies.
- Assist in the planning, coordination, and execution of healthcare projects from initiation to completion, ensuring adherence to project timelines, budgets, and quality standards.
- Provide administrative support to the project manager, such as scheduling appointments, managing calendars, and organizing project-related materials and resources.

Personal Projects

Revenue Cycle Optimization Project

- Conducted extensive research on over 200 doctors and 50 hospitals in the Dallas-Fort Worth (DFW) area.
- Analyzed data on healthcare facilities' timing, amenities, and patient stay durations for various medical cases and injuries, focusing on inpatient care.
- Compiled findings into detailed reports, providing valuable insights for patients and healthcare professionals in the DFW area.
- Utilized a combination of data analysis using Tableau to visualize trends and patterns in patient outcomes.

Skills & Interests

Technical Skills: Proficient in Microsoft Word, Excel, PowerPoint, Outlook, and Tableau.

Certificates: Microsoft Word, Excel, PowerPoint, Outlook, and Tableau. Certificates: Microsoft Office Specialist (MOS) Certification, Microsoft Certification: Data Analyst, Introduction to Computer Science, Google IT Support Professional.

Language Skills: Fluent in English and Arabic

