


# Yaritzel Distaso

## Clinic Supervisor

I am a highly experienced clinic supervisor with over 5 years of experience in managing medical clinics. I have a proven track record in overseeing the daily operations of clinics, ensuring that all staff are providing high quality patient care. I am also skilled in developing and implementing new policies and procedures to improve clinic efficiency. Additionally, I have extensive experience dealing with insurance companies and billing issues. My strong leadership skills enable me to effectively manage staff and run a successful clinic operation.

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803 Woodlawn Ave, Evanston, IL   
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### Education

#### Bachelor of Science in Nursing at Idaho State University

Aug 2013 - May 2017

Patient assessment, care planning, implementing and evaluating nursing care, health promotion, disease prevention.

### Links

[linkedin.com/in/yaritzeldistaso](https://www.linkedin.com/in/yaritzeldistaso)

### Skills

Communication



Organization



Planning



Time Management



Supervising



Record Keeping



Scheduling



## Employment History

### Clinic Supervisor at Company 1:, ID

Mar 2022 - Present

- Led a team of 15 clinicians in providing direct patient care services at an outpatient mental health clinic.
- Supervised the daily operations of the clinic, including scheduling, billing, and record keeping.
- Monitored individual clinician productivity and provided feedback to improve clinical documentation.
- Reviewed treatment plans for appropriateness and effectiveness.
- Led weekly case review meetings with clinicians to discuss complex cases.

### Assistant Clinic Supervisor at Company 2:, ID

Jul 2017 - Jan 2022

- Led a team of 15 health care professionals in providing quality patient care.
- Supervised the daily operations of a busy clinic with over 200 patients.
- Monitored and evaluated staff performance, provided feedback and coaching as needed.
- Implemented new policies and procedures to improve efficiency and patient satisfaction rates.
- Successfully resolved conflicts between staff members.

## Certificates

### Certified Clinic Supervisor (CCS)

Dec 2020

### Certified Medical Office Manager (CMOM)

Feb 2019

## Memberships

American Nurses Association

National Healthcare Association