

# Terez Christiani

Medical Practice Manager

## Profile

I am a Medical Practice Manager with over 5 years of experience in the medical field. I have a strong background in administration and management, as well as experience working with electronic health records (EHRs). I am an excellent communicator and have superb organizational skills. I am passionate about providing quality patient care and excel at managing day-to-day operations of medical practices. In my previous role, I successfully implemented an EHR system which resulted in increased efficiency and productivity within the practice. I am confident that my skills and experience will be a valuable asset to your organization

## Employment History

### Medical Practice Manager at AdvancedMD, MO

Apr 2022 - Present

- Led a team of 15 medical staff and achieved a 95% patient satisfaction rating.
- Reduced costs by 10% through process improvements.
- Increased revenues by 8% through effective marketing strategies.
- Implemented an EMR system that reduced charting time by 30%.
- Trained new employees on company policies and procedures.

### Assistant Medical Practice Manager at Allscripts, MO

Sep 2017 - Feb 2022

- Led a team of 15 medical assistants and ensured that all tasks were completed in a timely manner.
- Monitored inventory levels and placed orders for supplies as needed.
- Coordinated with insurance companies to ensure that patients received the coverage they deserved.
- Created schedules for doctors, nurses, and other staff members.
- Handled patient billing and collections.
- Answered phone calls and addressed patient concerns.

## Education

### Bachelor of Science in Health Administration at Washington University in St. Louis

Aug 2013 - May 2017

I have learned how to manage and operate a healthcare facility, as well as the business and financial aspects of the healthcare industry.

## Certificates

### Certified Medical Practice Manager (CMPP)

Apr 2021

### Certified Healthcare Practice Manager (CHPM)

Feb 2020

## Memberships

American College of Healthcare Executives

Healthcare Information and Management Systems Society

## Details

[terez.christiani@gmail.com](mailto:terez.christiani@gmail.com)

(700) 677-0652

1502 Ash Street, Columbia, MO  
65201

## Links

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

## Skills

Medical billing

Coding

Insurance claims

Patient scheduling

Electronic health records (EHRs)

Practice management software

## Languages

English

Urdu

## Hobbies

Organizing

Fitness

Spending time with family