

Hospital Administrator

HARRISON JOHNSON
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ALTOONA, PA 09876
(123) 456-7890

HOSPITAL ADMINISTRATOR

OBJECTIVE: To serve as Chief Administrator of large general hospital.

EXPERIENCE: WYOMING VALLEY GENERAL HOSPITAL
Lamport, Pennsylvania, 1991-present
Acting Chief Administrator

Direct all activities of this 200-bed hospital, reporting to Board of Governors. Engaged as Acting Chief Administrator when incumbent Chief took year's sabbatical, which was followed by a serious illness. Incumbent Chief Administrator will return to hospital in June.

Establish all policies on the handling of medical waste and disposal by private carriers; manage all nonprofessional personnel; supervise budgeting, special projects, and professional and nonprofessional training logistics. Represent the hospital in Wyoming Valley community affairs and participate actively in all community health projects. Have computerized admissions systems and billing activities during past year.

BUCKS COUNTY DOCTORS HOSPITAL
Delaware, Pennsylvania, 1989-1991
Hospital Administrator

Performed all executive functions in this 50-bed hospital, establishing all goals and directing the activities of all section supervisors. Revised all billing and admissions procedures and inculcated a cost-conscious point of view that won a letter of recommendation from Governing Board. Developed a training program that stressed public relations and greatly improved image of hospital in community.

HOBSON VETERANS HOSPITAL
Indiantown Gap, Pennsylvania, 1988-1989
Assistant Hospital Administrator

Designed, implemented, and administered admissions system when this facility was opened in 1988. Conferring with Chief Administrator and with architect, developed system for patient reception and processing, allocated corridor and office space,

developed work procedures, selected personnel, and conducted pilot studies to make system feasible.