

Dawn M. Rupp
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Objective: To obtain a leadership role in the healthcare field that will utilize my skills and allow for growth.

Experience:

Main Line Health Urgent Care/Occupational Health/Employee Health/Extended Outpatient Care
Regional Operations Administrator
May 2019 - Current
Operations Manager, January 2016 – May 2019

Main Line Health- Exton Square – Exton, Pa
Manager Ambulatory Patient Access, September 2015 -January 2016

Main Line HealthCare-Westtown, West Chester, Pa
Multispecialty Office Manager, October 31, 2011 – September 2015
Main Line HealthCare-Primary Care, Newtown Square, Pa
Multispecialty Office Manager, December 2013 – September 2015

I managed two teams that consist of 23 Patient Service Representatives, Medical Assistants and Physicians.

Main Line HealthCare – Corporate Office
Analyst, Interface Integrity – July 2010 – October 2011

Main Line HealthCare – Lawrence Park OB/GYN – Broomall, PA
Office Manager – December 2006 – July 2010

Managed a staff of three PSR's, a file clerk, four Clinical Assistants, two Nurse practitioners, and three physicians
Entered in daily charges with no lag time including hospital surgery charges
Scheduled surgeries for three physicians

Main Line HealthCare – Paoli Point Building, Paoli, PA
Occupational and Travel Health
Office Manager February 2005 – April 2006
Office Coordinator April 1999 - January 2005

Managed busy phones, scheduled appointments, greeted patients, discharged patients, ordered all office supplies

Proficient in Phlebotomy, EKGs, Vital Signs, Wound Care, Drug Testing, Breath Alcohol Testing
Managing a staff of two Clinical Assistants, one Results Coordinator and one Patient Services Representative.

Crozer Chester Medical Center Occupational Health - Chester PA
Certified Medical Assistant May 1996 - April 1999

Education:

Southern New Hampshire University
Current Student pursuing my BS Healthcare Administration (10 classes remaining) GPA 3.94

CHI Institute, Broomall, PA (1996)

Medical Assistant/Phlebotomy

Courses included: Pharmacology I, Pharmacology 2, Vital Signs, Injections,
Phlebotomy, CPR, First Aid, Body Systems, Body Structures, Minor Office Surgery and Office
Procedures

Achievements:

Member of The National Society of Leadership and Success (NSLS)

Available upon request.