

DR. NHO THI BUI

HEALTHCARE PRACTICE MANAGEMENT

Bilingual professional with nearly 18 years of broad expertise collaborating with cross-functional internal and external clients in diverse environments. Analytical problem solver driving innovative solutions for seamless operations. Goal oriented team leader and adaptable team player with proven success managing multiple simultaneous projects and tasks. Prudent decision-maker and quick learner with strong interpersonal, organizational, and communication skills.

EDUCATION & TRAINING

Doctor of Science, Business Management, Canterbury University

Master of Business Administration, Healthcare System Administration, Grand Canyon University

Bachelor of Science, High Point University

Certificate: Improving Global Health Focusing on Quality and Safety, HarvardX

Affiliations: Juvenile Diabetes ▪ American Heart Association

Computer Skills: Medical/Dental Billing Software, ICD 9 / ICD 10

Language Fluency: Vietnamese

PROFESSIONAL EXPERIENCE

CENTRAL HEALTHCARE SYSTEM, 2015 – PRESENT

President/CEO

- Supervise team of 8 staff members while managing account statuses.
- Edit, audit and submit claims to payers; receive, sort, manage, and track incoming payments.
- Post bills, receipts, and invoices; update accounts receivable database; and identify inconsistencies.
- Inform clients on their outstanding debts and deadlines; answer clients' inquiries and address any problems.

BOARD OF ADJUSTMENT CITY OF HIGH POINT, 2016 – 2022

Commissioner/Board Member

- Oversaw appeals from any order, decision, requirement, or interpretation made by administrator. Handled other matters board was required to act upon by any other town ordinance.
- Managed applications for special use permits, variances, special exception permits, and major subdivisions containing between 5 and 12 lots.
- Addressed questions involving interpretation of zoning map such as disputed district boundary lines and lot lines.

FANTASY NAILS, 2013 – 2017

Owner

- Managed and trained all staff and nail technicians, ensuring customer service satisfaction while ordering supplies and processing payroll.