

# DR. NHO THI BUI

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## 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.