

Michael Alhuseini

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OBJECTIVE: To obtain a challenging position in the field of health administration with special interest in human resources where background in leadership and customer services will be an asset.

EDUCATION:

M.S. in Health Systems Management, Concentration, Executive Management May, 2014
George Mason University, Fairfax, VA **GPA 3.9**

- Recipient, Full scholarship, January 2012 – May 2014

B.S. in Health Information Management and Technology August, 2008
University of Dammam, Dammam, Saudi Arabia **GPA 3.8**

- Recipient, Dean's list, June 2007

EXPERIENCE:

Health Administration Graduate Assistant September, 2008- Present
Health Information Management & Technology Dept., University of Dammam, Saudi Arabia

- Awarded a fully funded scholarship in order to return and utilize skills at this large research university.
- Supervise 60 undergraduates during their internship in different healthcare settings.
- Taught Health Care Management course to 30 freshmen students and lab sessions of a Computer Fundamentals course to more than 50 students in the Medical Laboratory Sciences program.
- Gathered data from students and faculty in order to meet National Commission on Academic Accreditation and Assessment (NCAAA) requirements where several strategies were measured and modified to improve the quality of education nationally.
- Aided in the creation of Health Information Management Mock Lab which to simulate the conditions in the actual medical records department in hospitals for students learning.
- Participate in organizing more than 8 seminars and conferences for different departments within University of Dammam.

Intern, Administrative Assistant, Radiation Oncology Department January – May 2014
MedStar Georgetown University Hospital, Washington D.C., U.S.A

➤ Radiation Oncology Department:

- Conducted "Patient Satisfaction" survey at the Outpatient Radiation Oncology department.
- Participated in the department budget for Fiscal Year 2015.
- Participated in monthly departmental statistics and data analysis by utilizing Key Performance Indicators (KPI)

Intern, Sa'ad Specialist Hospital, Alkohbar, Saudi Arabia June, 2007- August 2008

➤ Medical Records Department:

- Analyzed enormous health records for completeness and accuracy.
- Participated in coding diagnoses and procedures for reimbursement.
- Maintained quality control of health records.

- Quality Improvement Department:
 - Contributed in carrying out Emergency Department Delayed Files project.
 - Attended several quality control meetings where many approaches have been developed to enhance the overall hospital performance.
 - Assisted in weekly quality rounds.
- Information Technology Department:
 - Performed general clerical duties: filed, retrieved and prepared charts, assisted with faxing, answered phone calls, data entry, etc.
 - Observed several health IT projects within the hospital.

SKILLS:

- Software: Proficient in Microsoft office (PowerPoint, Word, Excel and Access).
- Stat tools: Experience with SPSS.
- Languages: Fluent in Arabic.

PUBLICATIONS:

“Intention to stay and nurses' Satisfaction dimensions” submitted to Dove Medical Press, August 2008.

STUDENT MEMBERSHIP:

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| • Saudi Association for Health Informatics (SAHI) | December 2006-Present |
| • American College of Healthcare Executives (ACHE) | January 2013-Present |