

ALAN SIVEK

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Summary

A Certified Professional in Healthcare Information and Management Systems (“CPHIMS”) with over twenty years in the healthcare management field, Mr. Sivek has worked with healthcare organizations that range in size from sole practitioners to hospital departments and public, practice management companies. Areas of expertise include all aspects of practice analysis and strategic planning, including (but not limited to) information technology, EDI, financial analysis, practice integration, HIPAA regulations, accounts receivables management, asset-based financing, and client relations.

Experience

CHIEF OPERATING OFFICER

Florida Institute for Cardiovascular Care, P.A., Hollywood, Florida December 2003-February 2005

- Analyze office operations and patient flow and implemented CQI/TQM for process improvement.
- Facilitate the purchase and implementation of practice management/electronic medical record software application.
- Develop the acquisition processes for acquiring new practices and physicians.
- Research additional revenues sources, such as sleep lab, medication dispensary, research studies, new diagnostic equipment, and etc.
- Review accounts payable for savings through renegotiating contracts and/or economies of scale.
- Oversee information technology department including network, data communications, hardware, software, website development, and telephone systems.
- Orchestrate practice move to new facility by working with architects and contractors to design the new space; as well as managing the 40,000 sq. ft. medical office building.

CONSULTANT

Rachlin Cohen & Holtz LLP, Fort Lauderdale, FL

2001-2003

Independent Consultant, Florida, South Carolina, Massachusetts

1999-2001

- Performed HIPAA GAP Analyses for Privacy, Transaction and Code Sets, and EDI conversion for multiple location, multiple state healthcare organizations.
- Consolidated a multiple practice, medical entity onto a common software, centralizing and standardizing the practice’s operations to increase efficiency and profitability.
- Assisted in the selection and conversion of a self-funded insurance plan from one Third Party Administrator to another.

- Analyzed medical practice operations and recommended and implemented changes in the policies and procedures. Developed the financial tracking and analysis for the practice.
- Developed and implemented information technology strategy for LAN/WAN structure of multiple practice, multiple location organization.
- Performed a compliance audit of a medical center's operations, procedures, and protocols as to their compliance with federal and state regulations and laws.
- Analyzed a medical practice's services performed, demographics of the patients, billing and collection process, outstanding receivables, and valuation for the purchase of the medical practice.
- Accredited speaker for Lorman Educational Services on HIPAA regulations and information technology, including PMS, EMR, EDI and security.
- Florida Atlantic University Adjunct Professor in the Continuing Education Department.

CORPORATE REGIONAL DIRECTOR

Complete Wellness Centers, Inc., West Palm Beach, FL

1998-1999

- Managed the integration of practices by working with the clinics and corporate departments (such as legal, accounting, marketing, billing, etc.) to ensure a positive, productive relationship.
- Responsibilities included monthly and weekly performance reporting and forecasting, statistical analysis and corporate budgets.
- Coordinated marketing programs, vendor management, problem resolution and a variety of other functions to maintain on-going profitability.

DIRECTOR OF PRACTICE OPERATIONS

Trident Medical Concepts, Inc., West Palm Beach, FL

1994-1998

- Achieved an eight percent increase in monthly cash collections within the first six months of employment by rebuilding the billing and collection process.
- Maintained and enhanced the current information technology and evaluating new software and hardware to meet current and future needs.
- Responsibilities included monthly and weekly performance reporting and forecasting, statistical analysis and overhead budgets, accounts receivable valuation, and managing an asset based line of credit.
- Responsibilities included management of owned practices and operational audits of potential acquisitions.

VICE PRESIDENT

Sivek Associates, Inc., East Longmeadow, MA

1986-1993

- Responsibilities included senior level administrative, operational, consulting, and marketing functions.
- Provided professional medical reimbursement services.
- Provided healthcare practice management and consulting.
- Worked with Massachusetts Medicaid to develop and test their EDI claims processing

Education

Masters of Business Administration, Western New England College, 1992

Bachelor of Science of Accountancy, Bentley College, 1986

Speaking Engagements and Topics

Lorman Educational Services, Florida Atlantic University Adjunct Professor, Broward County Medical Association, Palm Beach County Medical Society, and South Florida Hospital and Healthcare Association

- Project Management and Implementation
- Electronic Medical Records
- Practice Management Software
- Disaster Recovery Strategy
- Internet Operations
- Introduction to Computers
- HIPAA Transactions and Code Sets Regulations
- HIPAA Privacy Regulations
- HIPAA Security Regulations
- Microsoft Office Suite
- Managed Care Contracting
- Customer Satisfaction

Additional Information

Certified Professional in Healthcare Information and Management Systems

Member of the Healthcare Information and Management Systems Society

AMA Certified in CPT-4 and ICD-9 Coding

Former member of the Massachusetts Attorney General's Committee on Healthcare

Former member of the Medical Group Management Association

Former member of the American Management Association