

Curricula Vitae

Hanna Matatyaho

PERSONAL DATA

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EDUCATION

- **Ph.D. Candidate Public Health**
Walden University, Baltimore, MD
- **M.A. Community Health Education**
Adelphi University, Garden City, NY
- **B.S., Natural Sciences**
Adelphi University, Garden City, NY
- **Certificate, Medical Billing, Collection & Arbitration**
Allied Business Inc., CA
- **Certificate, Healthcare Administration**
Adelphi University, Garden City, NY
- **Court interpreter in Dutch and Hebrew**
New York Supreme Court
- **Notary Public**
On-going Healthcare Administration Training throughout career

RESEARCH AND TEACHING INTERESTS

Global Healthcare
Healthcare Laws and Ethics
Preventive Medicine
Health Program Planning
Health Education
Total Quality Management

ACADEMIC APPOINTMENTS

Adjunct Faculty, Adelphi University
Course outline: Issues in Community Health-Fall 2004
Course outline: Healthcare Law & Ethincs- Spring 2005

Lecturer, Proctor & Gamble, 2004

Course outline:
Feeling Good, More about You

Lecturer, New York City Department for the Aging
The Forest Hills Community House: Senior Center

PROFESSIONAL EXPERIENCE

FULL TIME:

- Health Program Planning
- Ambulatory Care Settings
- Community Outreach
- Grants / Proposals
- Cost Effective Patient Care
- Data Systems / Reporting
- Financial Management
- Facility Startup
- Operations Management
- Process Improvement Programs
- IT Project Development Programs
- Health Education Programs
- Total Quality Management
- Performance / Service Improvement
- Budgeting / expense Control
- Forecasting / Benchmarking
- Policies / Procedures Development
- Practice Management Operations

April 2004 – Present: Executive Director at Neurological Associates of Long Island, P.C., Great Neck, New York

Responsible for the operation of a large Neurology and Radiology group, which consists of board certified neurologists, radiologists and their affiliations with North Shore Hospital, Long Island Jewish hospital, St. Francis hospital.

Responsibilities: Leading the care centers into a community health & wellness center. Provide leadership in every area of management, including clinical research. Accountable for the development and expansion of preventive medicine, vocational rehabilitation, and community health and welfare. Serve as Administrative Representative for Business Unit Development, Marketing Research/Planning, Payment Classification/Provider Based Status, Emergency Medical & Active Labor Act, Managed Care, Finance, Ethics, Quality Assurance and Risk Management.

October 1996 – March 2004: Healthcare Administrator at Medical Consultant Services, P.C., Forest Hills, New York

Maintain a series of increasingly responsible management positions for a multi-specialty group serving over 50,000 patients annually. Group additionally operates 6 facilities throughout the New York metropolitan area.

Responsibilities: Provide leadership and serve as administrator liaison over comprehensive care centers for, orthopedic surgery, neurology, family practice, physical medicine & rehabilitation, physical therapy, and pain management.

REGIONAL MANAGER FOR AMBULATORY AND OPERATIONAL SERVICES (1999 to 2004)

Hold full accountability and management authority over all aspects of Patient Care Services. Directed all operations of patient services of both main facility and

satellite care centers. Oversee marketing, public affairs, community outreach, customer/patient relations, and personnel development.

Operational, Productivity & Profitability Achievements

- Enhanced facility reputation through effective community outreach programs including participation in health fairs, providing health screenings, scheduling lectures and developing health education programs for community events.
- Led a preparation program to help secure Accreditation with the New York State Department of Health regarding the establishing of an out-patient Diagnostic and Treatment center.
- Played role in the development, expansion and upgrade projects of several facilities, which contributed in increased revenue.
- Boosted overall cash flow and minimized loss by collaborating closely with department heads to develop budget, readjust budgets on activity and approving expenses; providing on-going cross training.
- Successful in improving overall patient care through a variety of programs including patient scheduling, upgrading front desk staff and patient satisfaction surveys.
- Reduced personnel costs by restoring responsibilities of clerical, ancillary and support personnel, and established a purchasing system which in turn has a combined cost saving of 20%.
- Active in maintaining exceptional Quality Assurance results; developed numerous quality initiatives.

DIRECTOR OF BILLING, COLLECTION & ARBITRATION (1996 to 2004)

Charged with providing leadership for direction, coordination, and organization of private and governmental billing procedures. Increased revenue by restructuring existing procedures, developing improved operational systems, implementing information systems strategies and technologies with special emphasis on the area of Performance Improvement.

1988 –1996 Accounts Representative at Figaro Inc.,New York, NY

Responsibilities: Lead critical strategic projects for Figaro International including analyses of key customer business models, development of sales force, strategic planning and annual operating plan. Responsible for organizing full cost/expense summaries on weekly basis. Handled all accounting and finance operations and all warehouse import/export functions. Co-ordinated, submitted, and reviewed all projections, budgets and forecasts working directly with the president.

Un-published research:

Matatyaho, H. (2004) Healthcare Law & Ethics.

Matatyaho, H. (2002) Human Medical Experimentation.

CURRICULUM DEVELOPMENT

Authored the following course curriculum “Healthcare Law & Ethics.” (2004)

PROJECTS IN PROGRESS:

Co-investigator, “Integrating Global Health Practices and U.S. health systems into a College course,” a project with Emilia P.T. Zarco, Associate Professor, Department of Health Studies, Physical Education and Human Performance Science, May 2004 onward.

PRESENTATIONS

Matatyaho, H., Zarco, E.P.T. (2004) “Injury and Disease Prevention for the Elderly,” presented via Power Point at the Adelphi University Woodruff Hall, Garden City, NY, May 11, 2004.

Matatyaho, H., (2004) “Feeling Good, More About You,” presented at the Russell Sage Junior High school, Queens, NY, May 17, 2004

Matatyaho, H. presented for **Michael J. Ludwick**, Associate Professor at Hofstra University a project (2004) “Planning, Implementing, and Evaluating a Poster Session in a University Setting” at the American Alliance for Health Physical Education Recreation and Dance, New Orleans, April 2, 2004

Matatyaho, H., (2003) “Stress management and the elderly,” presented at Medical Consultant Services, P.C. Forest Hills, NY, March 4, 2003

Matatyaho, H., (2002) “Osteoporosis and Pain Management,” presented at Ortho Med Consulting, P.C., Hollis, NY, February 20, 2002

Matatyaho, H., Medical Consultant services, P.C. (2001) “A Holistic Approach,” presented at the St. John’s University health fair, which was sponsored by the Queens Courier, Queens Campus, NY, June 12, 2001

ACADEMIC AND PROFESSIONAL SOCIETIES

Member, Kappa Delta Pi, Honor Society in Education

Member, American College of Health Care Executives (ACHCE), 2002 onward.

Member, Society for Public Health Education (SOPHE), 2003 onward.

Member, American Association for Health Education (AAHE), 2003 onward.

Member, American Association for Health, Physical Education, Recreation & Dance (AAHPERD), 2003 onward.

LANGUAGES

English, Dutch, Hebrew, and Italian.
Moderate French and German

REFERENCES

Emilia Patricia T. Zarco M.D. M.Ed.
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