

Gina R. Stubbs, D.O.

- Objective** Seeking a position as a Family Practitioner in a challenging environment, commensurate with my training and years of healthcare experience.
- Education** 1994-1998: New York College of Osteopathic Medicine, Old Westbury, NY
Doctor of Osteopathic Medicine
- Board Certifications: NBOME I, II & III
- 1986-1988: Florida International University,
North Miami, FL
Masters Health Services Administration
- Graduated with High Honors
- 1980-1984: University of Miami,
Coral Gables, FL
Bachelors of Science
- BS in Biology/Chemistry
- 1978-1980: Miami Dade Community College,
Miami, FL
Associate Degree In Arts & Science
- AS in Biology/Chemistry
- Licensures** Current Licenses:
- New York State Medical License
 - Texas Medical License
 - DEA License

Licensures

Board Certified:

- American Board of Osteopathic Family Physicians, 2019

Awards

Postgraduate Awards:

- Masters in Health Administration with High Honors, Class Ranking Top 10%
- Vice President, Class of 1998, New York College of Osteopathic Medicine, Spring – Summer 1995
- Presidential Service Award, New York Institute of Technology, New York College of Osteopathic Medicine, 1995

Professional Memberships

Member of the following:

- American Academy of Family Practitioners
- American Academy of Family Practitioners, Nassau County
- American Osteopathic Association

Professional

Experience

10/8/2011 – Present: **LOCUMS TENENS**

Dallas- Fort Worth, Texas

Family Physician/Contractor

- General Primary Care: Pediatric to Geriatric Populations

10/8/2011 – Present: **Censeo Health,**

Dallas, Texas

Family Physician/Contractor, Seasonal

- Home Assessment of Medicare Beneficiaries
- Administrative Duties Assigned

08/1/2010– 07/29/2011: **NAS, JRB, Branch Health Clinic,**

Fort Worth, Texas

Family Physician/Civilian Contractor

- Active Duty Primary Care services
- Supervision of Ancillary Personnel in direct patient care
- Administrative Duties Assigned

04/2010 – 07/15/2010: **Medicenter, Immediate Care**
Northport, NY

Family Physician/Contractor

- Urgent Patient Care services
- Adult, Pediatric, Geriatric direct care
- Supervision of ancillary personnel

10/2007 – Present: **South Jamaica Family Care PC,**
Central Islip, NY

President/CEO

- Administrative Direction and establishment of a new Medical Practice
- Derivation of operational policies & procedures, inventory needs, physician scheduling, data processing, facilities layout & planning
- Vendor contract negotiations
- Solo Primary Care Practitioner
- Administrative supervision

8/2007 – 10/2007: **Touro College of Osteopathic Medicine**
New York, New York

Clinic Director, Outpatient Services

- Administrative Direction and establishment of the College's new Medical Clinic
- Derivation of operational policies & procedures, inventory needs, physician scheduling, data processing, facilities layout & planning
- Vendor contract negotiations
- Primary Care Physician as part of multidisciplinary medical staff
- Administrative supervision of the Clinic Operations and support staff
- Faculty in Family Practice Department providing didactic and practical training to medical students.

9/2006 – 8/2007: **Institute of Urban Family Health, Inc.**
Beth Israel Family Practice Program
New York, New York

Faculty, Family Practice

- Teaching of Residents in Outpatient and Inpatient settings
- Primary Care Physician in Phillips Family Practice Center rendering care to all ages from neonates to geriatrics, to include Osteopathic Manipulation Treatment, Inpatient and Outpatient care.
- Coordinator of the Geriatrics Curriculum and Osteopathic Training Supervision
- Resident development and assessments
- Administrative and Curriculum responsibilities

4/2005 –8/2006: Brooklyn Hospital Medical Center
Brooklyn, NY

Family Physician, ARBOR We Care Project

- Medical Disability evaluations
- Client assessments & occupational examinations
- Administrative responsibilities as directed

11/2002 – 11/2004: NYCOM/NYIT

Old Westbury, NY

Assistant Professor, Family Medicine

- Family Practitioner in the Health Center
- Primary Care Services to student and private practice patients
- Teaching of MS I & II candidates in pre-doctoral education
- Administrative and Curriculum responsibilities

9/2002 – 11/2002: Immediate Family Care

Bay Shore – Long Island, NY

Family Physician/Temporary Position

- A community-based urgent care center, serving all ages.
- Single physician per shift seeing 45+ patients daily.
- Accountable for the medical care of primary care, urgent care, workers compensation and occupational injury patients on a walk-in basis.

6/1999 – 6/2002: North Shore University Hospital at Glen Cove, North
Shore – Long Island Jewish Health Care System,
Glen Cove, NY

Resident Physician (PGY I, II & III)

- Postgraduate training in family practice, in a 250-bed community hospital.
- Responsible for patient services under the supervision of the Program Director, Attending Preceptors and Chief Residents.
- Accountable for the medical care of patients enrolled in the Family Practice Model in the capacity of Primary Medical Doctor, to include acute and preventive services to assigned cohort.
- Attends rotations as assigned, and develops a personal plan of study congruent with clinical clerkships.
- Supervision of medical students and junior residents as required.

6/1998– 6/1999: Osteopathic Medical Center of Texas,
University of North Texas Health Science Center
Fort Worth, TX

Resident Physician (PGY I)

- Postgraduate training in General Internal Medicine in a 400-bed community hospital.
- Responsible for patient services under the supervision of the Director of

Medical Education, the Chairman and Program Director of Internal
Medicine.

- Accountable for the care of patients enrolled in the Internal Medicine Clinic, acted as Primary Medical Physician rendering acute and preventive services to assigned cohort.
- Attended rotations, including medical and surgical assignments at John
- Peter Smith, an 800 bed Level I Regional Trauma Center for Fort Worth and surrounding locales.
- Supervision of medical students and Internal Medicine Ward Service as assigned.

5/1994 – 8/1994: Equal Opportunity Family Health Center

Miami, FL

Financial Analyst

- Accountable for financial analyses and reporting for this community- based chain of urban health centers in North Dade County, Florida.
- Projected, formulated and revised annual budgets for all centers.
- Reconciled and analyzed Accounts Receivables to ensure timely collections and accuracy.
- Performed operational audits, and formulated strategic plans to maximize resources with optimal results.
- Conducted audits for compliance with federal, state and third party regulations.
- Reviewed Accounts Payable contract proposals/bids for submission to the CFO.

11/1991 – 5/1993: Hialeah Hospital,

Hialeah, FL

Administrative Director, Business Office

- Administrator for business operations managed the departments of Admitting, Billing, Collections and Cash Applications.

Sole accountability for \$20 million in Accounts Receivables. Successfully reduced Receivables to \$8 million, and improved A/R days from 365 days to 60 days. Responsible for estimating receivables for hospital financial strategic plan.

- Managed human resources to include payroll, hiring, training and development of 65 FTEs. Designed and implemented Business Office Policy & Procedure Manual. Implemented mechanisms to creatively staff Admitting and Business Office.
- Accountable for third party contract negotiations and approval. Performed contract audits annually to ensure financial viability.

Responsible for budget derivation, forecasting and reconciliation for

- Maximum compliance with hospital goals.
- Directly supervised daily cash applications, deposit reconciliation and

- contractual adjustments to assure the accuracy of Accounts Receivables
- Reviewed and approved delinquent accounts timely for collection agency or bad debt posting. Maintained and reconciled bad debt reports monthly, quarterly and annually.
- Designed and implemented a PC-based electronic-billing network, culminating in an efficient reduction in processing with an increase in collections.
- Liaison with Director of MIS in downloading new mainframe updates.

1990 - 1991: Doctors Hospital

Hollywood, FL

Assistant Director, Business Office

- Assisted in the management of Business Office, Admitting, Billing, Collections, Financial Counseling, PBX and Cash Applications.
- Responsible estimating, managing and reconciliation of Accounts Receivables under the direction of the Director of Business Office. Specific duties included maintenance of A/R and mainframe downloads.
- Human resource management to include payroll, hiring, training and development of 50 FTEs.
- Accountable for third party contract negotiations and approval in conjunction with the Director. Independently performed contract audits annually to ensure financial viability.
- Responsible for budget reconciliation for compliance with hospital goals.
- Directly supervised daily cash applications, deposit reconciliations and contractual adjustment posting to assure the accuracy of the Accounts Receivables.
- Reviewed and approved delinquent accounts timely for collection agency

1989 - 1990: University of Miami

Miami, FL

Clinical Financial Systems Analyst

Analyst accountable for defining financial viability of the University of Miami, Medical Campus specialty departments. Member of the special auditing unit, reporting to the Dean of the Medical Campus.

- Designed financial spreadsheets to forecast, trend and reconcile departmental and divisional budgets for yearend, internal and regulatory audits.
- Prepared divisional financial reports to identify areas of revenue loss.
- Performed clinical and operations audits to define the mechanism of loss, and proposed corrective measures.
- Managed departments/division with perceived deficiencies, as assigned.
- Performed internal audits and yearend closing with Big 8 External Auditors.
- Performed regulatory audits to ensure compliance with federal, state and third party regulations.

10/1987 – 3/1989: Memorial Hospital

Hollywood, FL

Professional Recruiter

- Recruitment of Allied Health and Clerical Positions

1984 – 1987 University of Miami,

Miami, Florida

Staff Associate – Department of Oncology

- Sr. Assistant to Medical Oncologist responsible for implementing the Mobile Mammography Project, University of Miami, Sylvester Cancer Center. Program designed to target early detection of breast and colon cancer in the under served populations of Greater Miami and surrounding counties. Mobile services were coordinated with local healthcare centers providing treatment to the needy with limited access to imaging.
- Derived all start up budgets to include equipment, personnel and film supply costs.
- Accountable for human resource management, data gathering, as well as, direct supervision on the Mobile Unit.

Staff Associate – Medical Personnel

- Recruitment of research and technical positions.

1981 - 1984: Mount Sinai Medical Center

Miami Beach, FL

Staffing Coordinator – Nursing Administration

- Responsible for staffing this 750-bed facility, ensuring adequate nursing personnel to meet patient care needs.
- Administrative duties included release of body, appropriation of benefit/overtime, authorization of agency nurses, acuity statistics maintenance, and assisting Nursing Supervisors and Administrator On Call.

References

Furnished Upon Request

Gina R. Stubbs, DO.
Employment Gap History
August 15, 2012

1. 07/29/2011 – 10/8/2012: Prepared for and sat Board Certification Exams
2. CenseoHealth seasonal work performing home assessments, ongoing.
3. NAS, JRD one year contract performing primary and occupational care to Active Duty Members.
4. Medicenter: Urgent, primary care and occupational services to the community. Left to accept fulltime work in the military with federal benefits.
5. 10/2007 – 4/2012: Incorporated South Jamaica Family Care, private practice in NY. National and local financial market failures prevented funding for space and equipment allocation. Financial markets were frozen.
6. 8/2007 – 10/2007: Medical Director at TOUROCOM a new medical school in Harlem, administrative challenges in defining the goals of the project by the Executive Team. Left to pursue private practice.
7. 9/2006 – 8/2007: Institute of Urban Family Health Inc., Beth Israel Family Practice Program. Attending with supervisory, academic, primary and urgent care responsibilities in- and outpatient populations. Promoted to Medical Director in Harlem with an opportunity to contribute to academia and indigent/urban medicine.
8. 4/2005 – 8/2006: Brooklyn Hospital ARBOR We Care: Attending Medical Disability evaluations. Returned to Academic Medicine with opportunity to continue both in- and outpatient traditional Family Medicine, to include training of resident physician in urban/indigent setting. *Delay from 11/2004 – 4/2005: positions approved early in 2005, grant funds dispersed 3/2005.
9. 11/2002 – 11/2004: NYCOM/NYIT: Attending in Family Medicine – academic, primary care and faculty responsibilities. Resigned due to newly implemented contract language limiting work outside of the college.
10. 9/2002 – 11/2002: Immediate Family Care: Attending urgent care setting. **Temporary assignment, Maternity Coverage for fulltime provider.
11. 6/1999 – 6/2002: Northshore Long Island Jewish Health Care System, Glen Cove Hospital: Family Medicine Residency
12. 6/1998 – 6/1999: Osteopathic Medical Center of Texas, PGY I Internal Medicine, received Certificate for AOA rotating Internship, PGYI. **Returned to New York to pursue Family Practice Residency, desired more training in Pediatrics and Women's Health.
13. 8/1994 – 5/1998: Attended Medical School at New York College Of Osteopathic Medicine.
14. 5/1994 – 8/1994: Equal Opportunity Family Health Center: Financial Analyst – left to pursue medical school. * Studied for MCATs 5/1993 – 5/1994
15. 11/1991 – 5/1993: Hialeah Hospital, Administrative Director of Business Office Returned to medical school goals, studied and prepared for MCAT.

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Employment Gap History
August 15, 2012

16. 1990 – 11/1991: Doctors Hospital, Assistant Director Business Office – left and was promoted to Administrative Director of Business Office.
17. 3/1989 – 1990: University of Miami, Clinical Financial Analyst/Healthcare Consultant, promoted to Assistant Director of Business Office, Assistant Department Head.
18. 10/1987 – 3/1989: Memorial Hospital, Professional Recruiter – left and was promoted to Clinical Financial Analyst at University of Miami.
19. 1984 – 10/987: University of Miami, Department of Oncology Sr. Staff Associate implemented the Mobile Mammography Project. Project targeting indigent populations via FQHCs. Financial and professional recruitment.

Staff Associate: Medical Personnel, recruitment of research and technical positions. Promoted to Sr. Staff Associate in Department of Oncology

20. 1981- 1984: Mount Sinai Medical Center, Nursing Administration, Staffing Coordinator: Completed BS Degree secured positions recruiting with the research and technical departments at University of Miami.