

HELENE C. MEDLEY

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EXPERIENCE

Charleston Surgery Center (SCA)

Administrator

November 2006 - present

- ♦ Oversee day-to-day operations surgery center, including: expense management; business administration; payer contract; physician and staff recruitment; partner management; patient care; regulatory compliance; staff relationships; operating room management; and cash collection.
- ♦ Create and manage annual financial goals and implement budgets through the effective utilization of physical and financial resources. Brought surgery center from negative cash to providing quarterly distributions.
- ♦ Regularly coordinate with legal team to ensure state and federal compliance
- ♦ Represent surgery center to key customers, industry groups, financial communities, government representatives, and regulatory agencies, as well as the general public.
- ♦ Double digit percent volume increase year over year. Transformed center from completing 2,000 cases per year to 6700.

Trident Surgery Center (HCA)

Nurse Manager

December 1996 - October 2006

Operating Room Staff Nurse

June 1992 - December 1996

- ♦ Oversaw day-to-day clinical operations, including: sterilization of rooms and instruments; physician relations; patient care; staff relationships; and regulatory compliance.
- ♦ Created and developed specific departmental goals, standards, and objections, which directly supported the strategic plan and vision of the organization.
- ♦ Managed nursing staff, including: performance reviews; satisfaction surveys; conflict management; scheduling; recruitment; and payroll.
- ♦ Monitored and managed departmental budgets, regulatory, compliance, contracts, and vendor relationships.
- ♦ Assessed quality of patient care and coordinated with patients, staff, physicians, and other departments to continually improve the patient care experience.

Trident Medical Center (HCA)

Operating Room Staff Nurse

October 1987 - June 1992

- ♦ Provided for all aspects of surgical patient needs by assessing, planning, and implementing nursing care throughout the patient continuum of care intraoperatively.
- ♦ Integrated and coordinated patient care across settings and among disciplines.
- ♦ Created and maintained sterile environments; monitored patient psychological statuses; completed preoperative teachings; engaged in patient advocacy; and managed the efficient provision of resources.

EDUCATION

Floyd Junior College, *Rome, Georgia*

A.D.N., June, 1985

MEMBERSHIP & HONORS

Membership

South Carolina Ambulatory Surgery Center Association (President; Treasurer); AORN;
Administrator Leadership Team

Honors

Clinical First Award (2012); Becker's Review: Top Administrator's to Know in the Industry (2011);

Becker's Review: "7 Tips for Bringing Spine to an Ambulatory Surgery Center."