

2018 Administrative Residency Program Overview



CHARLOTTE EYE
EAR NOSE & THROAT
ASSOCIATES, P.A.

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A Letter From Our CEO

Charlotte Eye Ear Nose and Throat Associates, P.A. (CEENTA) announces the fourth year of our Physician Practice Administrative Residency Program. As a fellow in the American College of Healthcare Executives as well as the American College of Medical Practice Executives and as a former administrative resident of Geisinger Healthcare System, I believe in the importance of a structured, preceptor-directed practical experience at the start of any successful healthcare executive career.

Physicians of CEENTA maintain focus on delivering comprehensive, superior quality, ethically based health care in a private practice environment. Our mission is to be the premier Eye, Ear, Nose and Throat group in the greater Metrolina area while implementing a strategic growth plan.

The Charlotte Eye Ear Nose and Throat Associates, P.A. Administrative Residency Program has been developed to address key areas within a successful independent multi-specialty physician practice. The year long program provides rotations that are collaboratively developed by the preceptor, the department mentor, and the program resident. During each rotation, the resident participates

in core projects that support ongoing department objectives as well as the clinical practice. Throughout the year the resident will be a contributory member of the executive team, and will be given the opportunity to participate and lead an ongoing project. All of these experiences will help strengthen the resident's competencies. As part of their professional development, the resident will attend organizational meetings and symposiums. The preceptor interacts regularly with the resident to facilitate a comprehensive curriculum and provide personal growth as well as professional development.

Kindest regards,
Jag Gill Sc.D., FACHE, FACMPE
Chief Executive Officer
Charlotte Eye Ear Nose and Throat Associates, P.A.

Who We Are

Ninety-four years ago, three physicians became a part of Charlotte medical history when they formed the multi-specialty group Charlotte Eye Ear and Throat Hospital (CEET) in downtown Charlotte. The 37-bed CEET Hospital was the first multi-specialty hospital of its kind in the area, which also housed an optical department, laboratory and waiting room. The physicians and staff of Charlotte Eye Ear Nose & Throat Associates, P.A. (CEENTA) continue the tradition of entrepreneurship with a dedication to strategic growth.

Every year, over a half million patients visit our 17 locations and more than 100 providers. We have treated generations of Charlotteans while maintaining a commitment to excellence in private physician practice. Our physicians focus on delivering comprehensive, superior quality, ethically-based health care in a private practice environment.



The Program

The Charlotte Eye Ear Nose & Throat Associates, P.A. Administrative Residency Program has been developed to provide exposure to key areas within a successful private physician practice. Each rotation is collaboratively developed by the preceptor, the department mentor and the program resident.

During each rotation, the resident participates in core projects that support ongoing department objectives as well as the clinical practice. All of these experiences will help to strengthen the resident's competencies. As part of his or her professional development, they will attend organizational meetings and symposiums. The preceptor interacts regularly with the resident to facilitate a comprehensive curriculum and provide personal growth and professional development.

The Rotation

- Corporate Administration
- Hospital Relations
- Operations
- Compliance
- Marketing/Communications
- Corporate Real Estate
- Finance
- Business Office
- Information Systems
- Human Resources
- Clinical Research

“My time at CEENTA has been incredibly rewarding, and I have learned so much in a short period of time. I have been a participating member of the leadership team, and have been given the opportunity to lead an exciting and rewarding project that I will be able to see through to the end. My residency at CEENTA has reignited my passion for healthcare leadership, and I know that the opportunities I was given here will impact my career for years to come.”

- Kelsey Hartman, 2014 Administrative Resident

Qualifications

- **For post-graduate students only.**
- Applicants must have a Master's Degree from a CAHME Accredited Institution
- Extremely strong work ethic.
- Strong written communication, interpersonal and analytical skills necessary to effectively interact with teams of people.
- Flexible and able to manage change effectively.
- Self motivated and driven to reach goals.
- Broad knowledge base in diverse topics relating to healthcare, government regulation and pending legislation, managed care and trends amongst private physician practices.
- Ability to interpret and apply instructions in diverse settings.
- Ability to effectively balance multiple projects, tasks, and responsibilities.
- Well-developed teamwork and collaboration skills with an aptitude to facilitate groups.
- Level of professionalism to interact with C-suite executives and shareholders.

Benefits

- A competitive stipend
- Medical and Dental coverage
- Short-term disability
- Long-term disability
- Life insurance
- 401k program
- Paid time off
- Interview travel expenses

Your Application

With your application, please provide:

- Current résumé or curriculum vitae
- Personal statement (1-2 pages) that outlines career objectives and interest in pursuing an administrative residency program at Charlotte Eye Ear Nose & Throat Associates, P.A.
- Three (3) letters of recommendation (faculty recommendation from current Masters program, professional recommendation)
- Official transcript of undergraduate coursework (clear and legible attachment required)
- Official transcript of graduate coursework to date (clear and legible attachment required)
- Deadline: Application must be postmarked no later than **December 1, 2017**

How To Send Your Application

Interested candidates should mail an application, résumé/CV, personal statement, three letters of recommendation and both undergraduate and graduate transcripts to:

Charlotte Eye Ear Nose & Throat Associates, P.A.
6035 Fairview Road, Charlotte , NC 28210
Attention: Jag Gill Sc. D., FACHE, FACMPE

OR

Email: dblankemeyer@ceenta.com

Be sure to include your name and “Administrative Residency Program Application” in the subject line.

Following the review of required documentation and the successful completion of a screening and on-site interview, the candidate will be chosen by **January 31, 2018**.