

Administrative Residency Program Overview



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

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6035

We Just Make Sense.

A Letter From Our CEO

Charlotte Eye Ear Nose & Throat Associates, P.A. (CEENTA) is pleased you are interested in applying for 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 & 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 & Throat Associates, P.A.

Who We Are

In 1923 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 800,000 patient visits are provided at our nearly 20 locations by more than 140 clinicians. 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
- Corporate Real Estate
- Finance
- Business Office
- Information Systems
- Human Resources
- Clinical Research
- Ambulatory Surgery Center

"CEENTA's Administrative Residency enabled me to explore all aspects of health administration while simultaneously fostering my pursuit of growth and development in operations. I am excited to continue my career at CEENTA."

Caitlyn Grow

2018 Administrative Resident

"The CEENTA residency was an invaluable experience that provided me the opportunity to learn more about the independent multi-specialty care sector. The chance to work alongside administrators, providers and the clinical support team exposed me not only to the business aspect of healthcare, but also the clinical side. The various rotations allowed me to learn what my professional strengths and passions are. I am forever grateful for my time at CEENTA and the lessons it taught me. I will continue to utilize these skills for the rest of my professional career."

Kamie Rauf

2017 Administrative Resident

"Through focused mentorship, extensive project experience, and in-depth departmental rotations, the CEENTA Administrative Residency was instrumental in identifying and developing my professional prowess, which will set the foundation for professional advancement throughout my career."

Jedidiah Hostetler

2016 Administrative Resident

"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.**
- 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 **September 30**.

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: kbranch@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 is expected to be chosen by **December 1**.