

Rochelle M. McEntyre

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PROFILE SUMMARY

Seasoned healthcare executive with extensive operational leadership experience and working closely with healthcare teams to build successful healthcare programs and operational foundations. Solid experience in managing complicated tasks such as healthcare program development, fundraising, staff training, and cost projections and simplifying them into processes that achieve goals. Adept at promoting transparent communication among the Board of Directors, Medical Doctors, Dentists, Registered Nurses, Mid-Level Providers. and front-line employees, with high marks for compliance, safety, quality, and efficiency. Human Resource Management.

✓ **Experience** in achieving operational excellence by executing strategic healthcare programs, operations, and policies; building and strengthening leadership development initiatives.

SIGNATURE STRENGTHS & COMPETENCIES

- Healthcare Operations Management
- Federal, State, Local Compliance
- Patient Access Program Creation
- Healthcare Contract Execution
- Medical Case Reviews
- Stakeholder Management
- Budget Management
- Communication Strategies
- Policies & Procedures Strategy
- Research & Collaboration
- Organizational Leadership
- Team Training
- Team Development
- Performance Evaluation
- Healthcare Business Management
- Risk Management
- Corporate Vision & Goal Achievement
- Change Management
- Grant Management
- Strategic Roadmap Creation
- Capabilities Expansion
- Capacity Improvement

PROFESSIONAL EXPERIENCE

Executive Administrator - Pastor

Jun 2013 – Present

Cornish Memorial A.M.E. Zion Church

- Oversee projections, budgeting, and partnership with the board of directors to ensure the mission, vision, and policies are carried out.
- Create and implement profitable fundraisers, and develop, initiate, and maintain cooperative relationships with key constituencies.
- Coordinate the day-to-day calendar of the executive, scheduling meetings with multiple participants while assessing time constraints to ensure a smooth transition of the day.
- Collaborate with other staff to make recommendations for the development of established processes and procedures.
- Maintain compliance with 501c3 per internal revenue codes.

Senior Executive Officer

Dec 2017 – Jan 2023

Rural Health Network of Monroe County, FL. Inc.

Federally funded health care center and non-profit organization providing medical and dental care services.

- Responsible for directing the health center program and overseeing the overall operations of the health care center and administrative functions.
- Took the organization from a deficit of \$1 million to securing \$6 million in grants and having half a million dollars in profit.
- Utilized a \$1.5 million grant to build a Mobile Medical Coach from the factory to the road; responsible for designing the interior and exterior of the coach and equipping it with sophisticated medical equipment such as PET, MRI, CT, and x-ray machines.
- Increased census from 1200 patients to half of the patient target population of 6000 patients to date. Plan operations and allocate resources to serve the needs of patients.
- Successfully contracted with the State Medicaid and Medicare programs and other payer sources and generated revenue of over \$8.5 million to date.
- Manage over 25 persons from Medical Doctors, Dentists, Registered Nurses, Mid-Level Providers, and front-line staff.
- Oversee Human Resources and Services Administration (HRSA) governance to ensure 100% compliance with funding. Met 100% compliance in 2018, the last review. Perform annual approval of The Federal Tort Deemed (Federal Malpractice Coverage).
- Create operational policies, execute strategic plans, and develop and implement direct community outreach and educational programs.
- Collaborate with community partners to ensure a continuum of care throughout the county.
- Direct the implementation of the budget and ensure compliance with the budget estimates.

Resident Care Director

May 2012 – Aug 2014

Springtree Emeritus, Assisted Living, Florida

- Supervised, trained, interviewed, and evaluated all Wellness staff; maintained 100% ACHA compliance with the Wellness Department.
- Responsible for planning, budgeting, projections, staffing, scheduling, and filling in for Executive Director when necessary.
- Residence’s assessment upon admissions.
- Oversight discharge process.
- Oversight of all medications including controlled scheduled two drugs.
- Communicated regularly with primary care providers, hospice services, and community care on any changes or concerns.
- Investigated and reported issues regarding patient care or conditions that might hinder patient well-being.
- Established and maintained a high level of ongoing communication with residents and their families; contacted residents' families when a service change was needed.
- Stay up-to-date with state regulations, policies, procedures, and compliance.

Resident Care Director

May 2007 – Jan 2012

Spring Arbor Assisted Living, South Carolina

- Supervised, trained, interviewed, and evaluated all Wellness staff; maintained compliance with the Wellness Department.
- Responsible for planning, budgeting, projections, staffing, scheduling, and filling in for Executive Director when necessary. Residence’s assessment upon admissions.
- Oversight discharge process.
- Oversight of all medications including controlled scheduled two drugs.
- Communicated regularly with primary care providers, hospice services, and community care on any changes or concerns.
- Investigated and reported issues regarding patient care or conditions that might hinder patient well-being.
- Established and maintained a high level of ongoing communication with residents and their families; contacted residents' families when a service change was needed.
- Stay up-to-date with state regulations, policies, procedures, and compliance.

EDUCATION

Masters of Public Health

Expected May 2023

Chamberlain University, Accredited On-Line

Bachelor of Arts, Honors

Jun 2013

Livingstone College, Salisbury, NC

Diploma - Licensed Practical Nurse

Dec 2005

ECPI College of Technology, Charlotte, NC

Associate of Arts

1996

Borough of Manhattan Community College, New York, NY

CERTIFICATE/SKILLS

- Assisted Living Administrator, Florida - Active
- Licensed Practical Nurse, Multi-State
- American Red Cross - Community CPR, Medical Biller, Business Education, Phlebotomy Technician, Microsoft Office, ICD 9, Access, Anso, AS400, Medisoft, Medical Coding, Data Base Management, Hemo Dialysis Tech, MyEclinical Works.

COMMUNITY SERVICE BOARDS AFFILIATIONS (BOARD MEMBER)

- Citizen Review Board of the City of Key West, Florida Aug 2016 – Present
- Martin Luther King Jr. Scholarship, Key West, Florida Sep 2015 – Mar 2023
- Interfaith Ministerial Alliance, Key West, Florida – President Dec 2014 – Feb 2023
- Rural Health Network of Monroe County, Key West, Florida Mar 2016 - Dec 2017

REFERENCE

- Professional references available upon request.