

## **Dr. Shanda Holley**

### **Summary of Skills:**

- Proficient with health care management requirements and protocols
- Efficient in performing administrative and clerical functions
- Ability to communicate with patients in a friendly and sympathetic manner
- Competent in fulfilling targets providing supervision of personnel
- Skilled at coordinating multiple functions and keeping track of activities
- Familiarity with rules and regulations associated with medical care and insurance policies

### **Professional Experience:**

Co Founder and CEO for U.S.Abroad Healthcare s.r.l.

August 2014 - Present

Health Care Coordinator  
U.S.Government DOD Employee

October 2004 -Present

Coordinated referrals and completed the screening and assessment on all patients on caseload.

- Ensured that all appropriate referrals for identified services on the service plans are made and coordinated with service providers via contracted network providers or community resources.
- Participated in case staffing, case conferences and mental health court hearings.
- Provided outreach and follow up services including but not limited to crisis and missed appointments to ensure adequate resources are available and in place.
- Made home visits and other agency visits to settings such as hospitals to provide supportive and case management services.
- Provided guidance, support, and advice to patients in availing medical service
- Informed and prepared patients for medical tests and read them test results
- Collected test reports from laboratory and filed them in the respective patient's file

- Communicated with and booked appointments of doctors for meetings organized by state medical association
- Evaluated care quality and assisted health care professionals in changing treatment for better results
- Provided patients and family members with price quote, insurance details, and other required help.

**Education:**

Medical Graduate: 1981 – 1987      Doctor of Medicine      Wright state University  
Dayton,OH

Residency:                      1987 – 1990      Family Medicine      Wright State University  
Dayton, OH

Doctor of Naturopathic Medicine: in Acupuncture, Ayurvedic Sciences, Counseling  
Psychology                      1991 – 1995      Bastyr University,  
Seattle,WA

Master's of Science in Public Health : 2004 -2007      University of Maryland,  
CasermaEderle,Vicenza Italy

Hindusthan Ayurveda Health Care      2002 – 2004      Trivandrum, Kerala India