

Aubrey K. Smith
aubrey.smith@angelo.edu

CURRICULUM VITAE

EDUCATION:

2003	Troy State University, Troy, Alabama Master of Science in Management Concentration Healthcare Management
1992	Georgia State University, Atlanta, Georgia Bachelor of Science Respiratory Therapy
1983	Valdosta State University, Valdosta, Georgia Bachelor of Business Administration emphasis Accounting

COURSEWORK:

MSM	*Advanced Concepts and Topics in Management *Business Research *Organizational Behavior *Management Strategy *Financial Analysis *Healthcare Law *Healthcare Administration and Policy *Human Resources Management *Specialized Study Applied Research in Healthcare I and II
-----	---

PROFESSIONAL EXPERIENCE:

January 2019-Present	Angelo State University San Angelo, Texas Adjunct Faculty – Health Science Professions Program *Teach Healthcare Administration Courses *Developed Health Information Systems Course
----------------------	--

July 1999-Present

Healthy Kids and Families Wellness

Center, LLC – Co-Owner

Albany, Georgia

Practice Administrator

*Established NP Practice (Business Aspect- Business Name Search, Application to Reserve Business Name, Corporation Establishment, Secured Business License and Tax ID Number...)

*Maintains For Profit and Non Profit Entities

*Secured Private and State Insurance Contracts

*Maintains Insurance Contracts

*Secured and Maintains Practice Certificates/Contracts (CLIA Approval, Outside Laboratory Services, Medical Malpractice Insurance...)

*Medicaid Audit Preparation

*Monitors Healthcare Effectiveness Data and Information Set (HEDIS) Measure Compliance

*Provider Credentialing and Maintenance

*EHR System Management

*Practice Billing and Financial Management

*Prepares Corporate Taxes

*Personnel Supervision and Training

*Personnel Hiring and Termination

*Inventory Management

*All Administrative/Management Responsibilities

Preceptor

*Albany State University

Healthcare Administration Students

Consultant

*Medical Practice Billing

*Practice Establishment

Liaison

*Collaborates with Hospital, Business, and Community Representatives (Worked Closely with Hospital Representative in 2017 to Gain Authorization for Non-Hospital Employed NP to Order Diagnostic Tests Using NP's Name Exclusively Just as Hospital Employed NPs are Now Permitted to do, Working Closely with Hospital Representative for Non-Hospital Employed/Owned Practice to

Gain Access to Hospital's EHR System to
Obtain Diagnostic Results, ER Visit Notes...)

Patient Educator

- *Asthma Management (Peak Flow Use, Proper Use of Inhaler, Trigger Identification...)
- * COPE Certified – 2020 (Child/Adolescent Anxiety and Depression)

July 1999-August 2001

Phoebe Putney Memorial Hospital
Albany, Georgia

Registered Respiratory Therapist - PRN

- *Floor Care, Emergency Center
- *Emphasis Critical Care Areas (MICU, SICU, CCU)

November 1995- May 1999

Healthy Kids Learning and Developmental
Center – Co-Owner
Albany, Georgia

Day Care Administrator

- * Established Daycare (Business Aspect)
- *Supervised and Trained Personnel
- *Managed Georgia Pre-K Grant
- *Managed Food and Nutrition Grant
- *Hired and Terminated Personnel
- *Inventory Management

April 1993-July 1999

Phoebe Putney Memorial Hospital
Albany, Georgia

Registered Respiratory Therapist

- *Floor Care, Emergency Center, Operating Room
- *Emphasis Critical Care Areas (MICU, SICU, CCU, NICU)
- *NICU Critical Care Transport Team
- *Relief Shift Supervisor

Preceptor

- *Darton College Respiratory Therapy Students

Co-Program Director

- *1994 Critical Care Conference

June 1992-April 1993

Grady Memorial Hospital
Atlanta, Georgia

Registered Respiratory Therapist

- *Critical Care Specialist (PICU, SICU, MICU, CCU, Burn Unit)

September 1991-June 1992

Grady Memorial Hospital
Atlanta, Georgia
Certified Respiratory Therapy Technician
*Floor Care, Asthma Care

January 1987-August 1991

Internal Revenue Service
Atlanta, Georgia
Tax Examining Clerk
*Corrected and Adjusted Taxpayer Accounts
*Researched Account Information
*Corresponded with Taxpayers
*Examined Current Year Form 1040s
*Previewed/Implemented Current Tax Guidelines
*Processed Business Master Files
*Reviewed Current Tax Schedules
*Processed Taxpayer Inquiries

May 1986-February 1987

Georgia Duck and Cordage
Atlanta, Georgia
Press Operator
*Operated Steam Heated Press
*Detailed Record Keeping of Product Entering and Exiting Equipment
*Finished Product Inspection

April 1986-April 1990

United States Army Inactive Reserve
Atlanta, Georgia – Ft. McPherson
Generator Mechanic/Operator
*Diagnosed, Operated, Troubleshoot, and Repaired Light and Heavy-Duty Equipment

March 1984-March 1986

United States Army Active Duty
Colorado Springs, Colorado – Ft. Carson
Generator Mechanic/Operator
*Diagnosed, Operated, Troubleshoot, and Repaired Light and Heavy-Duty Equipment

WORKSHOPS:

*Department of Community Health
Adoption of an EHR System
*Transitioning to ICD-10
*Kettering Respiratory Care Update Review

- *Grant Writing
- *Medicaid Billing Training and Updates
- *Georgia Registry of Immunization Transactions and Services
- *Setting up a Non-Profit
- *Georgia Department of Human Resources Vision and Hearing Screening
- *How to Start a Business Series

COMMUNITY SERVICE:

- *Worth County Head Start Health Advisory Board
- *Partner in Excellence Area Elementary School High Risk Student
- *Volunteer Income Tax Assistance (VITA)
- *Volunteer Health Fairs
- *Provides FNP Students with Billing and Coding Tips
- *Athletic Soccer Booster
- *Provides Asthma Education
- *Provides Shadowing Experience for High School Students Interested in Healthcare Management

AWARDS:

- *Professional Leadership Award-Georgia State University Respiratory Department
- *American Lung Association of Atlanta-Academic Scholarship
- *Community Service Awards-Head Start of Albany
- *Albany State University Allied Health Preceptor Recognition

PUBLICATION:

- *Johnson-Smith, A., Smith, A., & Washington, C. (2017). The case of a hairy 17-year-old female. *Pediatric Nursing*, 43(4), 241-242
- *Johnson-Smith, A., Omondi, L., Gaillard, D., & Smith, A. (2015). A-16-year old female with nipple discharge. *Pediatric Nursing*, 41(1), 48-49.

GRANTS:

- *Mattel Children's Foundation-Childhood Obesity - \$3,000 – 2006

- *Phoebe Community Visions Grant-
Health Literacy - \$5,000 – 2005
- *Phoebe community Visions Grant-
Asthma Management - \$10,000 – 2003
- *Georgia Pre-K Grant – Healthy Kids
Learning and Developmental Center -
\$53,783 – 1998-1999
- *USDA Food and Nutrition Grant -
\$10,000 – 1996-1997
- *Georgia Pre-K Grant – Healthy Kids
Learning and Developmental Center -
\$52,650 – 1997-1998
- *USDA Food and Nutrition Grant -
\$10,000 – 1997-1998
- *Department of Community Services –
Mainstreaming Special Needs Children
Into Regular Day Care - \$50,000 - 1997
- *Georgia Pre-K Grant – Healthy Kids
Learning and Developmental Center -
\$67,675 – 1996-1997
- *USDA Food and Nutrition Grant -
\$10,000 – 1996-1997
- *Georgia Association of Young
Children – Mini-Grant - \$1,500