

Program Overview:

Emory Healthcare (EHC) is the largest and most comprehensive academic healthcare system in the state of Georgia. As part of EHC's comprehensive academic mission, the EHC Administrative Fellowship Program allows Fellows to develop competencies in operations, strategic planning and finance. The Fellowship also provides Fellows with countless opportunities to engage in projects or initiatives specific to their unique interests and skillset, while providing them direct access to Executive and upper-level management teams.

The EHC Fellowship Program is divided into two tracks to allow development in one of two areas:

- 1. Operations and Strategic Planning**
- 2. Financial Management**

Preceptorship:

Preceptors are chosen for the Fellowship Program based on their demonstrated commitment to the Fellowship. Fellows are able to select preceptors based on their areas of interest and preferred work environment. Approved preceptors are either entity-specific or system-level executives. Operations and Strategy Fellows have the chance to select the preceptor that best fits their interests during both years. Preceptors for the Finance track are assigned during the first year and the Fellow is given the chance to select a preceptor for their second year. Preceptors serve as the Fellow's mentor and offer professional guidance and support during both years of the Fellowship.

Application Requirements:

For full information on our application guidelines and process see our website. In general, to be considered for the program, applicants must submit the following materials:

- Cover letter
- Current resume
- Three signed letters of recommendation
- Official graduate school transcript
- Required essays

Candidate Profile:

This program will target applicants with the following qualifications:

- Master's degree in Health Care Administration, Business Administration, Public Health or Nursing Administration.
- **For the Financial Management Track**, an undergraduate degree in Business with a Finance or Accounting concentration is preferred.
- A minimum GPA of 3.0 on a 4.0 scale, or its equivalent, is required.
- Previous health care experience is preferred.

Contact Information:

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Operations and Strategic Planning Program Structure:

Individuals that have an interest in multiple areas within healthcare are encouraged to complete the Administrative Fellowship's operations and strategy track. The operations and strategy track provides candidates with the opportunity to develop their ideal experience within operational and/or corporate areas.

Year 1

- Rotate through system-level meetings to understand how decisions are made for the entire organization.
- Work with preceptors and their teams on entity or corporate specific initiatives based on Fellow's Interest and organizational needs.
- Provide insight to key project stakeholders using process improvement tools, best practices, and financial and clinical data.

Year 2

- Lead Projects Including, but not limited to:
 - Process Improvement projects
 - Utilizing Change Management
 - Developing business plans
 - Drafting Pro Formas
 - Implementing new systems/software
- If an interim position is available, Fellow's may step in to assist the department or unit.
- Fellows will often begin conversations with leadership within the organization about potential job opportunities about halfway through the second year of the fellowship.

Financial Management Program Structure:

Individuals with an interest in project-based work in revenue cycle operations and finance are encouraged to complete the Financial Management track of the Administrative Fellowship. Year one of the Financial Management Track is spent within The Emory Clinic (TEC) Revenue Cycle Operations and Finance departments. Year two is spent within one of EHC's main hospitals or in hospital revenue cycle operations. Fellows completing the Finance track will have the knowledge and experience necessary to enter a key financial management role within EHC.

Year 1, Months 1-6 TEC Revenue Management

Job Functions & Competencies:

- Learn registration, scheduling and billing processes through formal training session and direct observations.
- Collaborate with leadership to determine section-specific revenue cycle metric targets.
- Perform payor trend analysis and coordinate with interdisciplinary departments (Accounts Receivable, Scheduling, Credentialing, etc.) to ensure resolution.

Year 1, Months 7-12 TEC Finance

Job Functions & Competencies:

- Understand and develop knowledge of EHC's financial systems and budgeting tools.
- Build upon knowledge acquired through experience in revenue cycle operations to inform financial analysis techniques.
- Assist with the development of operating budgets for specific service lines.

Year 2, Months 13-24 Hospital Revenue Mgmt./Finance

Job Functions & Competencies:

- Develop knowledge of hospital revenue cycle operations and impact on each hospital.
- Observe and understand materials management functions.
- Fellows will often begin conversations with leadership within the organization about potential job opportunities about halfway through the second year of the fellowship.

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