

**Aubrey K. Smith**  
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## **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	<ul style="list-style-type: none"><li>*Advanced Concepts and Topics in Management</li><li>*Business Research</li><li>*Organizational Behavior</li><li>*Management Strategy</li><li>*Financial Analysis</li><li>*Healthcare Law</li><li>*Healthcare Administration and Policy</li><li>*Human Resources Management</li><li>*Specialized Study Applied Research in Healthcare I and II</li></ul>
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### **PROFESSIONAL EXPERIENCE:**

January 2019-Present	Angelo State University San Angelo, Texas <b>Adjunct Faculty – Health Science Professions Program</b> <ul style="list-style-type: none"><li>*Teach Healthcare Administration Courses</li><li>*Developed Health Information Systems Course</li></ul>
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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

	<b>Registered Respiratory Therapist</b> *Floor Care, Emergency Center, Operating Room *Emphasis Critical Care Areas (MICU, SICU, CCU, NICU) *NICU Critical Care Transport Team *Relief Shift Supervisor <b>Preceptor</b> *Darton College Respiratory Therapy Students <b>Co-Program Director</b> *1994 Critical Care Conference Grady Memorial Hospital Atlanta, Georgia <b>Registered Respiratory Therapist</b> *Critical Care Specialist (PICU, SICU, MICU, CCU, Burn Unit)
June 1992-April 1993	
September 1991-June 1992	Grady Memorial Hospital Atlanta, Georgia <b>Certified Respiratory Therapy Technician</b> *Floor Care, Asthma Care
January 1987-August 1991	Internal Revenue Service Atlanta, Georgia <b>Tax Examining Clerk</b> *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
May 1986-February 1987	Georgia Duck and Cordage Atlanta, Georgia <b>Press Operator</b> *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:**

- \*Youth Mental Health First Aid Training
- \*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