



**Arrowhead**  
Advisors, LLC

**Sue L. Chavez**  
President

### Biography

A highly educated professional with 20 yrs. experience in Physician Administration Consulting & Management experience. Proven ability in delivering business results through identification of processes and procedures to create a highly efficient and effective Physician Practice.

### KEY SKILLS

|                                   |                                     |  |
|-----------------------------------|-------------------------------------|--|
| Physician Practice Administration | Medical Insurance Coding            | Medical Accounts Payables-<br>Receivables Management |
| Medical Administration Training   | Medical Practice Accounting Systems | Processes Re-engineering                             |
| Cost Reduction                    | Leadership and Motivational Skills  | Financial Analysis                                   |

**Industries:** Physician and Medical Administration

**Bilingual:** Fluent Spanish/English,

**Education:** Currently Pursuing BS in Business Administration

**Personal:** San Antonio Resident since 1990, raised in Houston, TX and enjoys time with family and making jewelry for friends.

### SELECTED ACCOMPLISHMENTS

- Provided receivable Solution to Physician Practice.  
**Results:** Provide detailed information and code requirements to various insurance for claim resolutions. Improved collections by 25% and maintained necessary documentation for future insurance claim resolution. Help coordinate installation of medical computer accounting system for seamless implementation with current staff
- Implemented training to administrative staff.  
**Results:** Managed clerical staff and directed resources for accounts receivables/payables, payroll, and insurance claims adjustment for \$5 million medical practice. Implemented cost optimization plan for increased cash-flow and profit generation by 15%.
- Optimized Physician Practice  
**Results:** Advised and set financial recommendations for cost improvement for various medical practice organizations resulting in 20 cost savings and improved cash-flow by 30 days.

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