

# LOWELL LAY

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## EXPERIENCE

### **Texas Tech University** Lubbock, TX

Instructor, Jan 2008 – Present

- Instructor: Rawls College of Business
- Operations Management ISQS Department
- Operations Management BA Department
- Health Organization Management HOM Department

**LICENSE NO: 2524602 General Line Agent: Life, Accident, Health & HMO**

**Issue Date: 05/27/2020 Expiration Date: 09/30/2022**

### **Pulmonary Associates of Lubbock** Lubbock, TX

Administrator, 2004-2014

- Manage overall operations of practice
- Perform employee hiring, termination, and review staffing levels and patterns, and performance appraisals.
- Generate practice financial reports, including practice revenues and expenditures, accounts receivable, development of fee schedules, payer mix, and coding.
- Ensure compliance with governmental regulations, and accreditation requirements, strategic planning, identify practice opportunities and threats.
- Group consists of eight physicians and twenty-five employees.

**Covenant Medical Group** Lubbock, TX  
**Assistant Vice President, Texas & New Mexico Regional Clinic Operations**  
**2000-2004**

- Member, Senior Administrative<sup>1</sup> Team of one of the largest provider based non-profit 5.01 (a) medical groups in the United States numbering 240 providers in 52 sites in West Texas and eastern New Mexico with over 1,100 employees.
- Direct oversight of Texas & New Mexico Region Clinic Operations which included 100 providers, 17 Health care centers located in 15 communities and 400 + employees.
- Development and planning responsibilities for the merger of the Methodist Medical Group with St. Mary Medical Group.
- Strategic planning financial management and goal development for newly merged Covenant Medical Group.
- Organizational reporting responsibilities to the Executive Management Team of the Covenant Medical System.
- Development and motivational responsibilities for regional directors responsible for daily management of the Covenant Medical Group.
- Physician recruitment and practice development responsibilities.

**Methodist Medical Group** Lubbock, TX  
**Senior Practice Manager / Regional 2000-2004**

- Direct the overall operations of the assigned Physician practice including financial and personnel management, and provider physicians support.
- Participate in strategic planning and policy development. Exercise independent judgment and discretion within agreed upon limitations, make administrative decisions and take action based on knowledge of the organization, its policies procedures and personnel.
- Group consist of eighty-five providers and four hundred and fifty employees.

**Odessa Internal Medicine Lubbock, TX**  
**Administrator**

- Manage overall operations of practice
- Perform employee hiring, termination, and review staffing levels and patterns. and performance appraisals.
- Generate practice financial reports, including practice revenues ad expenditures, accounts receivables, development of fee schedules, payer mix, and coding.
- Ensure compliance with governmental regulations and accreditation requirements, strategic planning, identify practice opportunities and threats.
- Group consist of eight providers and thirty five employees.

**Odessa Internal Medicine Odessa, Tx**  
**1976-1995**

- Manage overall operations of practice
- Perform employee hiring, termination, and review staffing levels and patterns. and performance appraisals
- .Generate practice financial reports, including practice revenues ad expenditures, accounts receivables, development of fee schedules, payer mix, and coding.
- Ensure compliance with governmental regulations and accreditation requirements, strategic planning, identify practice opportunities and threats.
- Group consist of eight providers and twenty- five employees.

**Permian Basin Dialysis Center Odessa, TX**  
**Administrator 1976-1985**

- Manage overall operations of practice
- Perform employee hiring, termination, and review staffing levels and patterns. and performance appraisals
- .Generate practice financial reports, including practice revenues ad expenditures, accounts receivables, development of fee schedules, payer mix, and coding.
- Ensure compliance with governmental regulations and accreditation requirements, strategic planning, identify practice opportunities and threats.
- Group consist of eight providers and thirty- five employees.

## UNITED STATES NAVY

- AVIATION STRUCTURAL MECHANIC 1968-1972

## EDUCATION

- THE UNIVERSITY OF TEXAS OF THE PERMIAN BASIN  
MBA MANAGEMENT 05-1984
- THE UNIVERSITY OF TEXAS OF THE PERMIAN BASIN  
BBA ACCOUNTING 05-1975
- ODESSA JR COLLEGE  
ASSOCIATES 12- 1973

## SKILLS

Progressive Health care management and responsibilities Excellent oral and written communications skill

Extensive knowledge and experience of financial tools and analysis Comprehensive knowledge and understanding of Federal regulations and guidelines for medical practice

Practical knowledge of marketing and new physicians recruitment and practice development Working knowledge of billing, collections, and accounts receivable management.

Comprehension of both non-profit and for profit operational issues.

Skilled in physician practice efficiency models to include revenue generation and Electric Medical Records.

## ACTIVITIES

MUSCLE CARS WOOD WORK