

Amber M. Blair, BES

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I am an organized, detail-oriented critical thinker and problem solver who has proven to be accountable for impact and success while possessing a sense of urgency combined with flexibility. I have experience in project management, process improvement, and training staff. I am able to work effectively with little to no direction.

- Experience working with database systems, including collection, management, and reporting of data.
- Experience in health professions education, higher education, and healthcare administration.
- Ability to work with Microsoft Office Outlook, Word, and Excel.
- Strong professional writing and verbal communication skills.
- Ability to work and maintain progress on multiple projects.

Education

Bachelor of Educational Studies
University of Missouri, Columbia, MO

Associate of Arts
Metropolitan Community College, Kansas City, MO

Dental Assistant Certificate Program
Concorde Career College, Kansas City, MO

Professional Experience

University of Kansas City- Missouri, Kansas City, MO 2023– Present
Program Coordinator, Department of Graduate Health Professions in Medicine

Coordinates support functions for the physician assistant (PA) and anesthesiologist assistant (AA) programs in the School of Medicine (SOM). Coordinates and assists in the development of initiatives to support successful student matriculation and progression. Coordinates practices that support relationships with clinical sites and preceptors. Works in conjunction with the Assistant Dean and Directors of Clinical Education to align program procedures and practices with accreditation standards, requirements for health professions students, and best practices in higher education.

- Coordinates student pre-matriculation preparation and orientation. Serve as point of contact for incoming students and ensure requirements for the program are met including, but not limited to, immunizations and background screening. Works collaboratively with teams across the School of Medicine to organize information that prepares students for successful matriculation and progression.
- Coordinates submission and review process for annual student compliance requirements: Ensures students meet annual program requirements, including but not limited to, immunization, background checks, and compliance trainings.

University of Kansas City- Missouri, School of Medicine

2020- 2023

Student Support Specialist II, Department of Graduate Health Professions in Medicine

Provided advanced and specialized support for the Department of Graduate Health Professions in Medicine. Worked closely with faculty members from the Anesthesiologist Assistant (AA) and Physician Assistant (PA) programs and the department's administrative team. Communicated with and provided direct support to AA & PA students. Completed both collaborative and individual work assignments. Provided student support services for the AA & PA programs to meet accreditation standards and program policies. Responsibilities included coordinating the extensive communication efforts necessary to maintain relationships with students, faculty, and external audiences; reviewing, analyzing, and evaluating student and preceptor information required to fulfill clinical rotation requirements.

- Coordinated communications involved with maintaining the department's relationships between students, faculty, and external audiences, such as clinical sites, preceptors, and guest lecturers.
- Reviewed, analyzed, and evaluated student information necessary for fulfillment of clinical rotation and program requirements.

University of Kansas City- Missouri, School of Nursing and Health Sciences

2018- 2020

Office Support IV, Department of Student Services

Maximized academic spaces within the Health Sciences building by assigning classrooms and conference rooms using Ad Astra. Maintained accuracy, confidentiality, and security of student files in alignment with FERPA regulations. Tracked the completion of files and generated acceptance letters and letters requesting additional documentation for file completion.

- Supervisor to work-study students, including management of schedules and daily tasks.
- Adapted daily to unforeseen projects and completed them effectively and efficiently.

University of Kansas City- Missouri, School of Dentistry

2013- 2018

Office Support IV, Faculty Practice

Collected co-payments and verified insurance coverage for patients. Scheduled and confirmed patient appointments as needed. Prepared new patient charts neatly and accurately for upcoming appointments. Responded promptly to billing and financial inquiries. Collected and posted payments, meticulously recording receipts for accurate financial records. Balanced nightly deposits and completed credit card processing to ensure all transactions were accounted for.

- Responsible for the daily non-clinical operations, including patient satisfaction, revenue, profitability
- Resolved any patient dissatisfaction with patient needs, according to company policies and procedures, government regulations, and dental board standards.