

5145 Hunter Point Pike
Lebanon, TN 37087

Sheena H. Sloan

Experience

October 2008 – Present **Development Director**

Community Progress Committee, Inc.

Development of replacement 60 bed long term care facility with 18 additional beds. (purchase existing facility, certificate of need process for additional beds, finance arrangements, design/construction, contract negotiations, equipment purchase and operation phase. Opened December 2009.)

December, 1998 –Present **OWNER**

SHS Physician Management

Development and management of urgent care clinics
Physician practice management
Medical billing service
Owner Representative commercial office space
Consultant medical management

August 1992 – Present **ADMINISTRATOR**

Wayne O. Wells, M.D.

Including design and construction of three medical office buildings
Established new family practice office (solo practitioner)
Management duties include practice management as well as personal finances and personal investment portfolio

May 1, 1999– Present **ADMINISTRATOR**

The Doctor's Office PLLC

Established new urgent care clinic
Clinic management including billing, personnel, procurement, marketing

November 1997 – February 1999 **ADMINISTRATOR** Management of walk-in clinic

Quality Medical Center

July 1992–April 1999 **ADMINISTRATOR**

Lebanon Surgery Center, Inc.

Developed freestanding multi-specialty surgery center from conception through certificate of need, licensing, design, financing arrangements, construction and operations.
Responsible directly to ownership for management of facility

August 1987 – 1994 Robert C. Bone, M.D.
OFFICE MANAGER
Management of solo general surgeon including all aspects of practice, staffing scheduling, equipping, billing, collections, claims, etc.
Coordination of entrepreneurial projects for surgeon and various business entities including office building design and construction, property management for partnerships, bookkeeping, etc.

August 1977 – August 1987 Lebanon, Tennessee
HOUSEHOLD MANAGEMENT
Mother of two. Stay at home mom.

August 1972 – August 1977 University of Tennessee, Knoxville
ADMINISTRATIVE ASSISTANT
Department of Educational Administration and Supervision. Served as administrative assistant to two professors in the doctoral program.

Education	1968-1972	The University of Tennessee B.S. Business Administration	Knoxville, Tennessee
Interests	Boating, skiing, tennis, travel		