

Cary E. Hagen
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EDUCATION

Watseka Community High School
Watseka, IL
1975-1979

Trinity College
Deerfield, IL
1979-1980

EXPERIENCE

Dr. Dominic Imburgia
Watseka, IL
1985-1990
Receptionist, Insurance biller

Ford-Iroquois Public Health Department
Watseka, IL
January 1991 to present

May 20, 2010 to present
Support Services Coordinator

Responsible for administrative duties involving fiscal management, purchasing, office administration and personnel management.
Institutes record systems and report forms for office use and necessary accounting procedures pertaining to control for the agency. Responsible for administration of all personnel and program activities in the absence of the Public Health Administrator. Supervises all administrative personnel. Interview and screen appropriate testing for all administrative applicants which includes making recommendations for hiring. Completed job performance evaluations of administrative personnel. Assists Public Health Administrator in preparation of grant applications and budgeting by collecting and compiling appropriate fiscal and program activity data, assisting in the analysis and

reporting of collected supporting data. Maintains employee time/activity records. Supervises completion of appropriate time and costs studies. Assists in various external auditors for fiscal audits during the year. Responsible for preparation of vouchers for grant monies on a monthly basis. Responsible for depositing and recording all monies received by the agency. Responsible for identifying program costs on a monthly and fiscal basis. Writes agency correspondence of an administrative an/or fiscal nature upon direction of the Public Health Administrator. Implements governing body directives and organizational policies and procedures. Ensures adequate staff education. Plans, develops, implements, administers and evaluates programs. Ensures the accuracy of public information materials as appropriate. Informs the governing body and staff of current organizational, community and industry trends. Complies with applicable laws and regulations. Has attended administrative seminars and meeting as required by the Public Health Administrator.

September 16, 2009-May 19, 2010
Financial Coordinator

Responsible for the administrative duties involving fiscal management, purchasing, office administration and personnel management.

Trained with Director of Support Services Coordinator from September 16, 2009 until December 16, 2009 with duties involving fiscal management of the agency. Institutes record systems and report forms for office use and necessary accounting procedures pertaining to control for the agency. Responsible for administration of all personnel and program activities in the absence of the Public Health Administrator. Supervises all administrative personnel. Interview and screen appropriate testing for all administrative applicants which includes making recommendations for hiring. Completed job performance evaluations of administrative personnel. Assists Public Health Administrator in preparation of grant applications and budgeting by collecting and compiling appropriate fiscal and program activity data, assisting in the analysis and reporting of collected supporting data. Maintains employee time/activity records. Supervises completion of appropriate time and costs studies. Assists in various external auditors for fiscal audits during the year. Responsible for preparation of vouchers for grant monies on a monthly basis. Responsible for depositing and recording all monies received by the agency. Responsible for identifying program costs on a monthly and fiscal basis. Writes agency correspondence of an administrative an/or fiscal nature upon direction of the Public Health Administrator. Implements governing body directives and organizational policies and procedures. Ensures adequate staff education. Plans, develops, implements, administers and evaluates programs. Ensures the accuracy of public information materials as appropriate. Informs the governing body and staff of current organizational, community and industry trends. Complies with applicable laws and regulations. Has attended administrative seminars and meeting as required by the Public Health Administrator.

December 1, 2000-September 15, 2009
Data Processing Manager

Performed related functions such as composing automated files and records, determining daily production needs, ensuring compliance to standards and procedures. Has primary responsibility and accountability for maintaining accurate patient/client records for billing purposes, supply inventory and other related clerical duties, and back-up telephone responsibilities. Supervised data processing equipment operations. Conducted trainings for staff in the usage of equipment and provided trainings in establishing procedural methods, manual instructions and other office procedures. Communicated with appropriate supervisors regarding documents regarding billing. Performed other specific projects related to billing, data entry and computer operations as required. Arranges equipment repairs and maintenance. Performed training of equipment and supervised data processing staff. Develop and implement data processing procedures and formats. Supervised all home health data processing. Performed other duties as required or assigned.

January 1991-November 30, 2000
Data Processing Clerk

Performed related functions such as composing automated master files and records, determining daily production needs, ensuring compliance to standards and procedures. Responsible and accountable for maintaining accurate patient/client records for billing purposes, supply inventory and other related clerical duties, and back-up telephone responsibilities. Duties included processing routine lists, reports and forms related to program specific requirements; entering patient/client data in the computer accurately and in a timely manner.

COMPUTER SKILLS

Experienced in Microsoft Word, Microsoft Excel, Internet Explorer.

Proficient in Carefacts Software Billing and Clinical system; ICD 9 Coding, Medicare and private insurance billing.