

## *CURRICULUM VITAE*



### **PAUL J. CAVARETTA**

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#### MEDICAL PRACTICE MANAGEMENT & CONSULTING EXPERIENCE

- ❖ **Cynergy Consulting Services, Inc. — Senior Vice President:** **2001—Present**
  - Senior medical practice management consultant with expertise in:
    - Revenue Cycle Management;
    - Payer Reimbursement Negotiations;
    - Physician Relations & Retention; and,
    - Billing & Coding;
    - Marketing & Service Development;
    - HIPAA Compliance.
- ❖ **University Psychiatric Practice, Inc. — Chief Financial Officer:** **2000—2014**
  - Academic medical practice with 48 physicians offering in-patient and out-patient services across four acute-care hospitals in Western New York;
  - Managed all financial, administrative, and operational functions; and,
  - Dramatically decreased patient and contractual receivables while increasing cash assets.
- ❖ **University Physicians Accounting & Administrative Services — Chief Operating Officer:** **1999—2000**
  - Consolidated academic medical practice billing operation consisting of 300 physicians;
  - Managed daily operations, assessed efficiency of operation structures; and,
  - Decreased accounts receivable while improving cash flow.
- ❖ **Softech Medical Services — Director, Medical Professional Services:** **1996—1998**
  - Responsible for all aspects of medical billing and consulting; and,
  - Decreased accounts receivable & improved cash flow for 100+ physicians & practices.
- ❖ **Dopkins & Company, CPA — Director, Healthcare Consulting Division:** **1991—1996**
  - Escalated the division to profitability for the first time in its four year existence; and,
  - Improved cash flow and optimized performance for physicians & group practices.
- ❖ **Advanced Medical Billing, Inc. — Owner, Developer, and Manager:** **1973—1991**
  - Managed revenue cycle for numerous hospital and office based medical practices.
- ❖ **Southtowns Physicians Services — Administrator:** **1971—1973**
  - Administrator for emergency department of eight physicians.

#### EDUCATION

- ❖ **St. Bonaventure University—Alleghany, NY:**
  - **Bachelor of Arts** **1964—1968**

#### MILITARY SERVICE

- ❖ **United States Army — First Lieutenant:** **1969 — 1971**
  - Battery Commander, Missile Unit—Air Defense Department

#### PROFESSIONAL ASSOCIATION MEMBERSHIPS

- ❖ Medical Group Management Association
- ❖ Healthcare Financial Management Association