

REBECCA THORNTON

DIRECTOR OF ADMISSIONS

CONTACT

@ rebecca.thornton@email.com

☎ (615) 555-0124

🏠 Nashville, TN

🌐 linkedin.com/in/rebeccathornton

SUMMARY

Director of admissions with 12 years in skilled nursing and post-acute admissions in Middle Tennessee. Grew census at a 120-bed center from 94 to 112 by building hospital referral partnerships, coaching a 5-person team and using CRM data analysis to stop lost referrals.

SKILLS

- Admissions
- Medicare
- Medicaid
- CRM
- Data Analysis
- Coaching
- Referral Development
- Census Management
- Microsoft Office
- Leadership

EDUCATION

Bachelor of Science

05/2014

Middle Tennessee State
University

Murfreesboro, TN

Health Care Administration

EXPERIENCE

Director of Admissions

04/2021 - Present

Harpeth Valley Health & Rehabilitation

Franklin, TN

120-bed skilled nursing and rehab center.

- Run intake and referrals for the center, growing average daily census from **94** to 112 in 3 years.
- Build referral relationships with 9 hospitals and 30 physician practices, raising Medicare skilled stays 38%.
- Coach a team of 3 admissions coordinators and 2 hospital liaisons, with weekend on-call coverage.
- Review referral data analysis in the CRM each week, cutting lost referrals from 31% to 17%.

Admissions Manager

06/2017 - 03/2021

Cumberland Ridge Post-Acute

Nashville, TN

90-bed post-acute and long-term care center.

- Managed pre-admission screening for 50 referrals a month, verifying Medicare, Medicaid and managed care benefits.
- Reduced referral-to-admit time from 26 to 11 hours by setting up a 7-day admissions schedule.
- Trained 12 nurses and social workers on intake documentation, with no admission-related tags in 2 state surveys.

Admissions Coordinator

07/2014 - 05/2017

Brentwood Senior Care Center

Brentwood, TN

Skilled nursing and assisted living community.

- Completed 30 move-ins a month, preparing packets and admission records within 24 hours of arrival.
- Toured families and explained skilled care, therapy and costs, converting 64% of tours to move-ins.
- Verified Medicare and long-term care insurance before each move-in, tracking open cases in Microsoft Office.