

# Application Form

## Profile

Jodi \_\_\_\_\_ Bennett \_\_\_\_\_  
 First Name Middle Initial Last Name

Home Address \_\_\_\_\_ Suite or Apt \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Postal Code \_\_\_\_\_  
 Email Address \_\_\_\_\_

Hometown Health \_\_\_\_\_ Financial Analyst \_\_\_\_\_  
 Employer Job Title  
 Primary Phone \_\_\_\_\_ Alternate Phone \_\_\_\_\_

### How long have you lived in Washoe County? \*

11-20 years

Question applies to multiple boards

### Are you registered to vote in Washoe County?

Yes  No

### What district do you live in? \*

District 2 - Commissioner Clark

Find your Commissioner District [HERE](#).

## Interests & Experiences

### Which Boards would you like to apply for?

Washoe County Law Library Board of Trustees: Submitted

### Please tell us about yourself

### Why are you interested in serving on this board/commission?

I am applying to The Law Library Board of Trustees because it is a policy making board. I have worked in the medical field developing office policy. I'd like to broad my knowledge by serving on this board.

**How do you feel you are qualified to serve on this board? Include any past experience, as well as serving on other board/commissions.**

I worked for a small pediatric clinic as a practice administrator for 18 years. Our office policies evolved over the years, small and large changes. I implemented small policy changes such as checking out patients in the exam rooms rather than our open space. Parents appreciated the change. I drastically changes policies during COVID.

**Do you currently serve on any boards/committees or volunteer?**

Yes  No

**If yes, please list the boards/committees or volunteer programs.**

I am on the board of my homeowners association. This past summer I volunteered at the Shakespeare Festival at Sand Harbor. Previously, I was a volunteer financial navigator for the Opportunity Alliance of Nevada.

Question applies to Washoe County Law Library Board of Trustees

Attorney Representatives: Have you ever been publicly reprimanded? If yes, please attach a letter of explanation.

Question applies to Washoe County Law Library Board of Trustees

Attorney Representatives: Please attach a Certificate of Good Standing with the State Bar of Nevada.

[Michelle\\_resume\\_2.5.pdf](#)

Upload a Resume

[Letter\\_of\\_Recommendation.pdf](#)

Please attach a letter of recommendation.

**Please Agree with the Following Statement**

**I certify that, to the best of my knowledge, the information I have provided in this application is true and correct. If the information provided is false or incomplete, it shall be sufficient cause for disqualification or removal.**

I Agree

**Demographic Information**

**The purpose of collecting demographic information is to gain a comprehensive insight into the applicant pool. It is important to note that none of the demographic questions will affect the selection process for a position, ensuring that everyone has an equal opportunity to be considered.**

**What is your age range? \***

**What gender do you identify as? \***

**Which race/ethnicity best describes you? \***

**What is your highest level of school completed? If enrolled, highest degree received? \***

**What is your employment status? \***

**What is your total household income? \***

**Current or Past Washoe County Leadership Academy (WCLA) participant?**

Yes  No

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## **Nepotism**

**Are you a current employee of or related to anyone employed by Washoe County by blood or marriage?**


Yes  No

**If yes, list the names and relationship of all persons you are related to. If you are an employee, list "Washoe County Employee" below:**

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**Please note that after submitting your application, it becomes part of the public record and is available for public viewing. Personal information is redacted.**

# JODI M BENNETT

 \* [www.linkedin.com/in/jodi-m-colombo](http://www.linkedin.com/in/jodi-m-colombo)

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## EDUCATION

**University of Nevada, Reno**  
Master of Science in Finance  
GPA: 3.74

Graduation: Spring 2023

**University of Nevada, Reno**

BS in Business Administration with Distinction (emphasis in marketing)  
GPA: 3.65

Graduation: December 1992

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## PROFESSIONAL EXPERIENCE

**Hometown Health Reno, NV**

7/25/2022 – Current

**Position: Senior Financial Analyst (as of 9/16/2024)**

- Preparing Budget for 2025. Working with department leader to determine contract changes, personnel changes and entering data into Axiom.
- I manage the monthly broker commission payment process. I lead the monthly interdepartmental meeting to resolve the network/integration program issues. I review the process for efficiency, and accuracy.
- I communicate with brokers to resolve problems.
- I prepare financial reinsurance reports for the director of finance month end reporting.
- Quarterly, I prepare and file the statutory reports to NAIC and the Nevada department of insurance.
- Completion of High Potential Program

**Daniel T. Colombo dba Sierra Pediatrics Reno, NV**

9/8/2003- 9/30/2021

**Position: Practice Administrator**

- Accounting:
  - Analyzed monthly financial statement to monitor profitability.
  - Balanced teams account receivables daily to ensure accuracy of patient accounts.
  - Reconciled four bank statements monthly for good accounting practices and research discrepancies.
  - Analyzed expenses and research vendors to lower our expenses quarterly.
  - Submitted state sales tax report and modified business tax quarterly.
  - Created financial action plan and generated a budget for large expenses annually to present to owner.
- Billing:
  - Developed our office revenue cycle procedures.
  - Reviewed team's performance which included submitting clean claims, processing claim denials timely, managed A/R aging and monthly patient statements/invoices.
  - Negotiated fee schedules with insurance payer and managed the payer contracts to maintain profitability.

- Credentialing and Insurance contracts: I ensured the doctors were credentialed with insurance payers with current licenses.
- Human Resources:
  - Wrote job descriptions, interviewed, on boarded and trained new staff member.
  - Wrote office policy handbooks and department training manuals.
  - Managed employee benefit contracts including the SIMPLE IRA retirement plan, and health insurance contracts.
  - Completed biweekly payroll tasks.
- Compliance Manager: I managed HIPAA compliance, staff OSHA training, CLIA certification, and AED compliance.
- Inventory management of vaccines:
  - Ordered vaccines and maintained inventories for two vaccine entities, one for private insurance patients and the other for Medicaid patients.
  - Developed a process to reconcile our vaccine physical inventory with our EMR system data.
  - Submitted monthly reports to the State of Nevada VFC program.
  - Planned and implemented flu clinics annually.
  - Evaluated reimbursement from insurance carriers to ensure allowable were consistent with the contract fee schedule and within the cost schedule.
  - Handled annual VFC compliance audits.
- IT and Electronic Medical Records (EMR) system:

### **TECHNICAL SKILLS**

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- Proficient in Microsoft Excel: vlookup, logic statements and pivot tables
- Skilled in using Microsoft Word
- Competent in using Quickbooks for accounting and monthly financial statements
- Proficient in proprietary EMR system: Office Practicum
- Skilled in EPIC-Tapestry

### **COMMUNITY AND VOLUNTEER ACTIVITIES**

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Homeowner Association Board member (temporary)	9/4/24 - current
Shakespeare Festival at Sand Harbor Lake Tahoe Ticketing Volunteer Ushering Volunteer	7/5/2024 – 8/23/2024
Opportunity Alliance of Nevada Financial Navigator	5/1/2022 – 9/31/2022
<ul style="list-style-type: none"> <li>• Assisted families in need to find housing assistance</li> <li>• Guided family through creating a financial plan</li> </ul>	

January 21, 2021

RE: Jodi Colombo

To Whom It May Concern:

I am writing this letter in support of Jodi Colombo as an applicant to your organization. I had the pleasure of working with her in my pediatric office for 18 years.

Some of the many responsibilities that Jodi had in our office included overseeing all aspects of the practice including employed physician management / contracting, medical personnel management, non-medical personnel management, general office management, building management, communication practices, marketing, billing, billing practices, accounts receivables / payables, OSHA policies, HIPPA policies, vaccine management, laboratory management, EHR / website / IT management, patient care, and quality improvement.

Jodi is a professional, reliable and hard working employee. She has very good interactions with both vendors and parents that allowed her to quickly establish rapport. Jodi is pleasant to work with, is responsible and interacted well with other staff. In addition, Jodi always demonstrates initiative and an interest in projects and in learning new things.

Jodi is an amazing leader of my office. She will be greatly missed after I close my practice. For these reasons, I give her the highest recommendation for your organization. If you have any further questions, please do not hesitate to call me at (cell) [REDACTED]

Sincerely,



Daniel T. Colombo, M.D., F.A.A.P.  
Owner/President of Sierra Pediatrics