

CURRICULUM VITAE DRAFTED IN ACCORDANCE WITH ARTICLES. 46 AND 47 OF THE D.P.R.

28.12.2000, No. 445

THE undersigned Danica Ugoletti _____

is aware that in case of untruthful declarations, formation or use of false documents he will be punished in accordance with the Penal Code and the special laws on the matter as provided for by the art. 76 of the Presidential Decree n. 445/2000 and which, furthermore, if the checks carried out reveal the untruthfulness of the content of the declarations made, will forfeit any benefits resulting from the provision issued on the basis of the untruthful declaration - art. 75 of the Presidential Decree n. 445/2000.

DECLARE

INFORMAZIONI PERSONALI

Nome

UGOLETTI DANICA

Indirizzo

VIA GLAUCO GARLASSI 63 , 42123 REGGIO EMILIA

Telefono

338/2708618

CF

GLTDNC76R69H2230

E-mail

dani.ugoletti@gmail.com pec danica.ugoletti@pec.it

Nazionalità

italian

Luogo di Nascita

Reggio Emilia

Data di nascita

29/10/1976

ESPERIENZA LAVORATIVA

• Date (da – a)

FROM MARCH 2022 TO TODAY

ADMINISTRATIVE MANAGER OF THE PRIMARY CARE DEPARTMENT

SOS ADMINISTRATIVE MANAGER

AREAS OF INTERVENTION:

Macro AREAS of administrative support

In its organizational structure, the Primary Care Department has an internal administrative sector that supports and supports all organizational processes.

This administrative structure is structured into the following macro AREAS:

Administrative/Economic

Administrative/Legal

Access management

Health register

Foreigners Management

Planning and scheduling of outpatient specialist activities

Institutional legal affairs

Development and planning of transversal processes

Within the aforementioned areas, the following functions are developed and coordinated:

- GP and PIS conventions area
- Outpatient specialist convention area
- Management of access to cup, cuptel and saub counters
- Coordination and management of personnel relating to the department
- Management of the budget and available resources
- Supervision and coordination of the Health Registry and Foreigners Management sector
- Relationships with private individuals accredited by specialist area
- Coordination of resource management offices in interface with Il Rua.
- Development and planning of improvement and integration projects with the company's STIT area
- Coordination of the missed cancellation process

• Tipo di azienda o settore

DAL LUGLIO 2014 FINO A 28/02/2022

S.Maria Nuova Irccs Hospital of Reggio Emilia then Local Health Authority of Reggio Emilia
 Administrative manager of Hospital Medical Management.
 Position of Deputy Administrative Director of the Hospital
 Management of coordination of administrative staff relating to hospital services/departments.
 Management of relationships with law enforcement and authorities.
 Support to Management for management/procedures on patient pathways in hospital.
 Management and activation of the reorganization and activation processes of the Outpatient Day Services.
 Participation in support paths and definition of the care of chronic and/or follow-up patients.
 Company contact for the Hub resource management office.
 Company manager of the Outpatient Specialist office
 Management of the company booking area and related coordination.
 Member of the multi-professional outpatient specialist team.
 Design and analysis of patient flows, data traceability.
 Project for dematerialisation and correct management of administrative practices.
 Analysis of data flows for outpatient specialists.
 Company contact person for the management of the health archive and the dematerialisation project of medical records.
 Support to the Presidium Administrative Management for the execution of all related administrative practices.
 IT projects collaboration on the design of company software, implementation of computerized medical records, collaboration on registry management.
 Hospital Organization
 Active participation in organizational improvement and reorganization projects
 Management Control support for debt collection practices.
 Relationships with local companies for inter-company collaborative relationships (provincial networks, territorial programs, etc.).
 Agreements with external public or private bodies for the management of external functions.
 Management coordination of University and third sector relations.

FROM OCTOBER 2006 TO JUNE 2014

S.Maria Nuova Irccs Hospital of Reggio Emilia
 c/o Management Control Service with the role of manager of the specialist outpatient credit recovery sector.
 Management of outpatient specialist processes and/or production paths.
 Manager and contact person for the cash desks and contact person for the ASA outpatient specialist.
 Responsible for managing the ASA information flow

FROM JULY 1999 TO OCTOBER 2006

Villa Verde Accredited Private Nursing Home in Reggio Emilia.
 Administrative activity of an accounting nature.
 Budget manager and production data verification procedures.
 Position of Deputy Administrative Director with specific functions of coordination of the administrative staff and direct management of Management Control activities.
 Data analysis to support General Management.

ISTRUZIONE E FORMAZIONE

- Date
- Nome e tipo di istituto di istruzione o formazione

Settembre 1995 a luglio 1999
Università degli Studi di Parma
Laurea in Economia Aziendale

Alma mater Bologna
Year 2011 Advanced training course in administration and control of healthcare companies

University of Bologna
Year 2018 Level II Master (MAPS) Health Policies _Health Management

CAPACITÀ E COMPETENZE

PERSONALI

Acquisite nel corso della vita e della carriera ma non necessariamente riconosciute da certificati e diplomi ufficiali.

Expert in management control, cost analysis and general accounting up to the drafting of the financial statements. Excellent ability to analyze and achieve the objectives established during operational planning, excellent measurement skills using indicators, analysis of gaps between planned objectives and achieved results, with periodic reporting for the responsible bodies, so that they can decide and implement the appropriate corrective actions .

Ability to direct one's behavior towards the achievement of company objectives, with the desired integration with the personnel evaluation system and the incentive system. Excellent drafting and management skills of typical management control tools. Bugdegting process, control system through corporate reporting with good knowledge of IT and information tools aimed at improving the flow of corporate communication
Excellent accounting knowledge, able to manage accounting from simple double-entry entries, keeping accounting books up to the drafting of the financial statements in its components.
Good skills in the field of hospital organisation
Active participation in various improvement and organizational reorganization projects.
Acquire management and process analysis skills.
Good teamwork ability. Qualified and specific experience with management responsibility functions in the healthcare sector in the following specific dimensions in relation to the system for enhancing the performance of healthcare companies in particular with reference to:

- } Planning and management control
- } Experience in the management and organization of front office staff
- } Definition and management of management and booking systems for outpatient specialist activities
- } Skills in specialist outpatient care, management of clinical/administrative pathways
- } Skills in terms of management and organization of production lines

NATIVE LANGUAGE

ITALIAN

ALTRE LINGUA

- Capacità di lettura
- Capacità di scrittura
- Capacità di espressione orale

RELATIONAL AND ORGANIZATIONAL SKILLS AND COMPETENCES

DEMONSTRATED ABILITIES

Academic economic training in the business branch, which allows a complete vision of the company system understood as an economic process.
Good relationships
Good leadership skills
Good mediation skills

Good reporting skills towards the responsible bodies

TECHNICAL SKILLS AND SKILLS

With computers, specific kinds of equipment, machinery, etc.
OFFICE PACKAGE APPLICATIONS, OPERATIONAL AUTONOMY

GOOD KNOWLEDGE OF COMPUTER SYSTEMS OF



Date 01/06/2024

Danica Ugoletti

A handwritten signature in black ink, appearing to read 'Danica Ugoletti', written over the printed name.