

# Administrative Fellowship

2021-2022 Program Overview





## Who We Are

At American Health Network (AHN), we want to be the best health care organization we can be. Our goal is to help people live healthier lives and to help make the health system work better for everyone. In 1994, a group of physicians founded AHN as an independent practice. Their goal was to create a better way to deliver quality health care. Today, we have the same high standards:

- Offer the most complete and best medical care possible.
- Build an organization that believes in high-quality, low-cost patient care.
- Create and offer effective disease management programs.

American Health Network is the largest care delivery organization in the states of Indiana, Ohio and Kentucky for Optum, composed of 1500+ employees, 300+ providers and 75+ locations across all three states.

Optum and care services bring the full power of Optum to advance high-quality, physician-led ambulatory care across three areas: primary care, specialty care and post-acute care.

We offer an 18-month Administrative Fellowship Program that provides emerging leaders with practical skills and experience to prepare you for the challenges of health care leadership.



## Program Overview

The American Health Network Administrative Fellowship includes an 18-month curriculum that offers system-level learning with projects focused on the health system's strategic initiatives. Additionally, you will gain understanding in daily operations during rotations and immersive experiences with mentoring by our senior leaders.

The goals of this program include a curriculum that:

- Prepares individuals to contribute to health care overall, our health system and the pool of health care management talent
- Introduces individuals to the philosophy, mission and vision of the care delivery organization
- Provides an opportunity for executives and managers to develop and apply coaching, learning and mentoring skills
- Increases the health system's exposure to current management concepts and ideas from other major academic institutions



## Program Structure

As an Administrative fellow, you will rotate through various functional areas of the organization, taking on projects based on organizational needs and your knowledge, abilities and interests.

To ensure you receive broad exposure, you'll spend 6 months concentrating on finance and strategy and 12 months focusing on operations.

You will also participate and often facilitate committee meetings, clinical rotations, leadership meetings and lunch-and-learn sessions.

### Meetings that fellows will participate and/or facilitate include:

- Executive Steering Committee
- Monthly Dyad Leadership Meeting
- Monthly Regional Directors Meeting
- Practice Managers Meeting
- Patient Care and Service Cohort Meeting
- Core Real Estate Team Meeting
- Operations Innovation
- Senior Leadership Huddles
- One-on-one meeting with preceptor every other week



## Program Rotations

The American Health Network Administrative Fellowship rotations and learning opportunities include, but are not limited to:

- Health care business management and administration
- Clinical practice management
- Compliance, Risk and Safety
- Finance and Revenue Cycle
- Facilities Management
- Human Capital, Development and Training
- Performance Excellence
- Process Improvement
- Information Systems and Technology
- Managed Care and Population Health
- Strategic and Market Planning
- Project Management
- Marketing and Communications



## Program Expectations

Program responsibilities, expectations and outcomes include:

- Take part in active, hands-on, substantive projects that foster development of verbal, interpersonal and analytical skills – and allows for an opportunity to translate academic theory into practice
- Demonstrate knowledge and understanding of the health care industry and the components of the organization
- Communicate information effectively using the appropriate level of judgment, accuracy and courtesy with internal and external constituents
- Exhibit accuracy, attention to detail, consistency and ability to meet multiple deadlines in all work efforts
- Demonstrate ability to synthesize information (quantitative/qualitative) and complete components of preliminary and final reports, including spreadsheets and financial analyses (if applicable)
- Demonstrate ability to work independently and to collaborate in group settings
- Exhibit a willingness to take on leadership and non-leadership roles and responsibilities
- Possess effective management skills
- Demonstrate ability to make timely and effective executive decisions as a project leader
- Draft the annual operating plan for the care delivery organization during the program's last six months
- Actively recruit the next administrative fellow



## Program Leadership



**Dr. Ben Park, MD**  
*Chief Executive Officer*  
American Health Network



**Mark Wade**  
*Chief Operating Officer*  
American Health Network



**Linda Sundin**  
*Chief Financial Officer*  
American Health Network



**Shane M. Cullina,**  
**MBA, FACH**  
*VP of Clinic Operations*  
American Health Network

**Senior Executive Sponsors** – champion our program, providing mentoring and ensuring your participation in senior level meetings and exposure to system-level operations.

**Program Preceptor** – Directs the program, meets regularly and provides feedback and guidance. The Preceptor creates and manages our program’s structure, assigns rotations and project work and serves as a liaison between fellows and senior leaders.

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## Fellow Benefits



The Administrative Fellowship Program offers the fellow a comprehensive compensation package, including salary, benefits and relocation assistance.

- Your compensation package includes a competitive base salary and full benefits including medical, dental, vision, life and disability insurance.
- You may be eligible for relocation benefits, as well as travel reimbursement, for pre-placement evaluation and house hunting. Eligibility is based on your relocation distance.
- Reimbursement for travel expenses to regional and national health care conferences is also provided.

# Application



## Submission Instructions

Submit all application materials in one PDF document to [adminfellowship@ahni.com](mailto:adminfellowship@ahni.com) with the subject line reading "Administrative Fellowship Application for (insert your name here)." We will only consider completed applications. Applications must include:

- Cover letter
- Current resume/CV
- Personal statement with qualifications, goals and objectives (1-2 pages)
- Official graduate school transcript
- Two letters of recommendation
  - Must be sent directly from the author to [adminfellowship@ahni.com](mailto:adminfellowship@ahni.com) and include:
    - (1) Academic or professional
    - (1) Other

## Eligibility

- Applicants must have received or will receive an MHA, MPH, MBA or similar master's degree in a related field of study from an accredited graduate program prior to program start date.
- Consideration will be given to applicants with relevant prior health care experience.
- Candidate must be driven by personal values that are consistent with the organization's values.
- American Health Network is committed to being an equal opportunity employer. Selection among applicants will be made without regard to race, color, religion, creed, sex, national origin or handicap.



## Timeline



The timeline for the 2021 fellow selection includes:

- Application deadline:  
**October 4, 2020**
- Telephone interviews conducted:  
**October 2020**
- On-site interviews conducted:  
**November 2 – 6, 2020**  
*\* If able, travel is permitted and reimbursed*
- Offer extended:  
**November 20, 2020**
- Employment begins (negotiable):  
**July 5, 2021**

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## Frequent Asked Questions

### **When are the application and accompanying materials due? And should the applications be received or only postmarked by this time?**

October 4 is the final date for receipt of applications and NOT the postmark date.

### **How many fellows are selected for the program each year?**

One.

### **How does the preceptor track and assess the progress of the Fellow?**

The preceptor typically meets with the fellow every other week (or as much as schedule permits). A weekly fellow journal is also a required portion of the program, which allows the preceptor to reflect on the learning, progress and/or challenges of the fellow.

### **Will fellowship applicants be notified in writing regarding their final application status?**

Yes, all applicants who are no longer being considered for the fellowship program will be notified in writing.

### **Are project rotations preselected or based upon the needs of the individual fellow?**

The mandatory rotation areas are finance, strategic planning and practice operations, however the preceptor works closely with the fellow to develop projects based upon the fellow's needs and career interests.

### **Which of the American Health Network locations is the fellow based at?**

The Central Services Office (CSO) will be the primary work location for the fellow, located at 10689 N. Pennsylvania St., Suite 200, Carmel, IN 46280, but the fellow will have sufficient time and opportunities to assist with or work on projects at any of AHN's facilities.

### **Will travel be required?**

Occasionally, yes. Depending on the current rotation or project that the fellow is working on, travel is likely to be required but can be expensed to the company based on local policy.

### **What are the typical working hours?**

This is a program to develop future leaders, is salaried and is exempt from Fair Labor Standards Act (FLSA) requirements. Typical hours are from 8 a.m. to 5 p.m., with earlier or later requirements occasionally.

### **Is there any requirement for the fellow to accept a position upon completion of the fellowship year?**

No.

### **Is there any obligation for AHN to hire the fellow on a permanent basis following the completion of the fellowship program?**

No.

### **Is the start date of the program negotiable?**

Yes, depending on the selected fellow's graduation plan, physical location and current employment, the start date can be negotiated.

### **Who should I contact if I have any more questions?**

Email [adminfellowship@ahni.com](mailto:adminfellowship@ahni.com) with questions. This inbox is monitored daily.



Part of Optum®

[ahni.com](http://ahni.com)

If you have any questions regarding the American Health Network Administrative Fellowship Program, contact us at [adminfellowship@ahni.com](mailto:adminfellowship@ahni.com)

