

# Administrative Fellowship Program





**Clockwise from top left: Bridgeport Hospital, Greenwich Hospital, Yale-New Haven Hospital.**

## About Yale New Haven Health System

As Connecticut's leading healthcare system with more than 14,000 employees, Yale New Haven Health System (YNHHS) provides a premiere setting for postgraduate training in healthcare management. The combination of three hospitals – Bridgeport Hospital, Greenwich Hospital and Yale-New Haven Hospital, along with Northeast Medical Group, a medical foundation – allows the System to provide comprehensive, cost-effective, advanced patient care characterized by safety, quality and service.

Formed in 1995 to enhance the quality of healthcare and scope of services to residents of Connecticut, eastern New York, southwestern Rhode Island and beyond, YNHHS offers a full range of healthcare services, in both inpatient and outpatient settings, from primary care to the most advanced treatments available anywhere in the world.

### ORGANIZATIONAL STRUCTURE

The YNHHS corporate office has an integrated management structure. Its leadership is composed of the YNHHS CEO, who is also the CEO of Yale-New Haven Hospital; the CEOs of Bridgeport Hospital, Greenwich Hospital and Northeast Medical Group; the COO of Yale-New Haven Hospital; and System executive leadership.

The YNHHS corporate office provides services to its members, including budgeting, a physician and services referral center, corporate compliance, corporate finance, decision support, emergency preparedness, financial planning, government affairs, human resources, IT, internal audit, legal, managed care, marketing, materials management, performance management, planning and business development, and reimbursement and billing systems. In addition, YNHHS has developed an Institute for Excellence which provides System-wide management training, leadership development, and educational programs.



Each year, YNHHS sees approximately 90,000 inpatient discharges and over 1,300,000 outpatient visits. YNHHS has net revenues of over \$2.1 billion.

### **ADMINISTRATIVE FELLOWSHIP PROGRAM**

The two-year administrative fellowship at Yale New Haven Health System provides the Fellow with a valuable broad-based experience. The Administrative Fellow will rotate among the System's four delivery networks (Yale-New Haven Hospital, Greenwich Hospital, Bridgeport Hospital, and Northeast Medical Group), as well as spend time at the System level gaining exposure to corporate finance, human resources, strategic operations, and other corporate services.

The Administrative Fellow works with the leadership team of each delivery network during the Fellowship. The Fellow reports to the Yale New Haven Health System Executive Vice President, Strategy & System Development, and works directly with the hospital or medical foundation CEO and/or COO and senior leadership during delivery network rotations. During System Corporate office rotations, the Fellow will work directly with the relevant Executive or Senior Vice President.

Project assignments are made at each delivery network and based on initiatives underway during the Administrative Fellow's tenure, with an attempt to meet the specific interests and needs of the Administrative Fellow.

*Past Yale New Haven Health System Administrative Fellows have moved on to key healthcare positions, including:*

- Director, Practice Development, Northeast Medical Group
- Administrative Director, Emergency Department, Bridgeport Hospital
- Director of Geriatrics & Business Development, Bridgeport Hospital
- Business Development Specialist, Bridgeport Hospital
- Administrative Manager of Pediatric Surgery, Cohen Children's Medical Center of New York
- Administrator of Patient Safety and Quality, Yale-New Haven Hospital
- Administrative Manager of Emergency Medicine, North Shore-LIJ Health System

## **REQUIRED QUALIFICATIONS**

- Master's degree in health services administration, business administration or a closely related field
- Relevant healthcare work experience strongly preferred
- Teamwork and service excellence orientation
- Self-motivation
- Excellent verbal and written communication skills
- Proven academic excellence
- YNHHS values of excellence, compassion, integrity, fairness, cost-effective performance and leadership
- A valid driver's license and reliable vehicle necessary for travel among the System delivery networks in Bridgeport, Greenwich and New Haven

## APPLICATION PROCESS

The two-year YNHHS Administrative Fellowship begins in July. Completed applications must be received by October 1:

- Please go online to **[www.ynhhscareers.org](http://www.ynhhscareers.org)** and locate the “Administrative Fellow” position
- Complete the online application questions
- Copy and paste your personal statement into the cover letter area (Statement/Cover Letter should indicate whether you are applying for just the YNHHS fellowship, or both the YNHHS and Yale-New Haven Hospital fellowships, as well as address how your interest in healthcare management developed; your career objectives; and your goal in seeking an administrative fellowship)
- In the “Attach a Document” section, please attach your 5-10 page original writing sample (that is not team-based)

Sealed official transcripts from your undergraduate and graduate programs, as well as three letters of recommendation, including one from a faculty member of your graduate program should be mailed directly to:

Jean Ahn, System Director, Planning & Business Development  
Yale New Haven Health System  
re: YNHHS Administrative Fellowship Program  
789 Howard Avenue (Howe 3)  
New Haven, CT 06519  
203.688.2609

*Candidates selected for on-site interviews in Bridgeport, Greenwich and New Haven will be reimbursed for reasonable travel expenses. The selection process will be completed by November 30.*



### **ABOUT SYSTEM LOCATIONS IN CONNECTICUT**

Located on Connecticut's shoreline, the unique and distinctive attributes of New Haven, Bridgeport and Greenwich offer residents and visitors a variety of restaurants, festivals, art galleries, and sporting events along with outdoor and cultural activities.

Various attractions within Connecticut include Mystic Seaport, the Connecticut State Capitol and the Mark Twain House. New York City is 1-2 hours away and easily accessible via Metro North or Amtrak; Boston is approximately 2-3 hours away and easily accessible via Amtrak. Nearby airports include Tweed New Haven Regional, Bradley International (near Hartford), JFK International and LaGuardia (in New York).

### **ADDITIONAL RESOURCES**

VISIT CONNECTICUT [www.visitconnecticut.com](http://www.visitconnecticut.com)

VISIT NEW ENGLAND [www.visitnewengland.com](http://www.visitnewengland.com)



[www.ynhhs.org/adminfellowship](http://www.ynhhs.org/adminfellowship)