



## Administrative Fellowship Program

**Maimonides Medical Center is the largest hospital in Brooklyn, NY and the borough's leading independent health care system.** In service of our mission to educate healthcare professionals, we offer a year-long administrative fellowship program with a start date in early summer after the conclusion of the academic year. The program is based in Brooklyn, NY, and we are making two positions available for the 2025-2026 cohort.

Maimonides began offering our **general assignment administrative fellowship** in June of 2021. The program is structured to place our fellows through a series of rotations that allow for deep integration into our business units. At the same time, the fellows gain exposure to our senior leadership and are given the opportunity to work closely with them on a number of initiatives. Through this matrix, the program develops the fellows in the means by which work is done at Maimonides and prepares them for future leadership roles in the industry.

All fellows are temporary, full-time, and salaried, with the possibility of graduation into a permanent role upon successful completion of the program. Those interested in applying to the program should do so via the National Administrative Fellowship Centralized Application Service (NAFCAS) portal no later than September 27, 2024.

**Interested in learning more?** Sign up for one of our upcoming informational webinars regarding the 2025-2026 cohort by contacting [Admin\\_Fellowship@Maimo.org](mailto:Admin_Fellowship@Maimo.org). Webinars will be hosted at the following dates and times:

- Thursday, June 27<sup>th</sup> from 12-12:45pm
- Tuesday, July 30<sup>th</sup> from 4-4:45pm
- Monday, August 26<sup>th</sup> from 9-9:45am
- Friday, September 13<sup>th</sup> from 11-11:45am

### Examples of previous projects

- Interim manager of integration
- Creation of self-service dashboards for cancer center leadership team
- Development of managerial training with organizational development team
- Project management in development of the Brooklyn Parenting Center
- Implementation of MMC Charity Care Policy
- Development of the Maimonides Health Community Health Needs Assessment and Community Service Plan
- EMR implementation in community-based clinics

- Working with nursing leadership in development of comprehensive unit safety programs to mitigate risk of CAUTI and CLABSI
- Aiding case management in the development of hospice scatter beds program to assist outside hospice programs in discharge planning for our patients
- Implementation and socialization of robotic surgery program
- Development of annual departmental budget with service line leads
- Physician business planning
- Hospital reimbursement rate analyses
- Coordination of the opening and marketing of new clinics
- Unit dyad program development
- Billing, banking, & bookkeeping transitions for community physician practices

## **2024-2025 Cohort**

### **Ekaterina Khiskiadze**

Graduate School: New York University

Degree: MPH

### **Sam Popkin**

Graduate School: University of Central Florida

Degree: MHA

### **Ian Rosenast**

Graduate School: Rutgers University

Degree: MHA

## Previous Fellows

<b>Administrative Fellow</b>	<b>Graduate School</b>	<b>Degree</b>	<b>Fellowship Year</b>	<b>Current Position at Maimonides Health</b>
Robert Kamin	Hofstra University	MHA	2023-2024	Operations Manager – Department of Surgery
Rachel Weston	Johns Hopkins University	MPH	2023-2024	N/A
Di Cui	University of Pittsburgh	MHA	2023-2024	Project Manager – Planning Design & Construction
Lauren Williams	Concordia University	MHA	2023-2024	N/A
Santos Rivera	Downstate Health Science University	MPH	2022-2023	Financial Planning Analyst – Physician Operations
Rumaysa Sharif	Downstate Health Science University	MPH	2022-2023	N/A
Michelle Minkowitz	Columbia University	MPH	2022-2023	Manager, Partner Engagement + PI Initiatives – Population Health
Leila Eldomyati	New York University	MPH	2022-2023	Manager, Workforce Readiness – Human Resources
Parama Sahoo	Johns Hopkins University	MBA	2021-2022	N/A
Imani Rickerby	University of Michigan	MHSA	2021-2022	N/A