

# Kaylee Gaspard Sommer, MHA

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## Education

**University of Kentucky** (Lexington Kentucky, Master of Healthcare Administration, 2017)

**University of Kentucky** (Lexington Kentucky, Bachelor of Science, Biology, 2013)

*Flagship Scholarship (2009)*

**Springfield High School** (Springfield Illinois, High School Diploma, 2009)

## Professional Experience

**Baptist Healthcare System, Inc.**

1760 Nicholasville Road Lexington, KY

**Research Finance Manager**

September 2019- Current

Oversee the contractual, budgeting and revenue cycle aspects for the Baptist Health research department which currently consists of seven hospitals within the Baptist Healthcare System. Manage day-to-day operations of the research finance team. Collaborate with other leaders within and outside of the research department to develop and implement operational workflows in a variety of areas and systems. Review, negotiate, finalize and manage all clinical trial agreements and budgets for Baptist Health and work on a variety of applicable projects and reports for the system as needed.

### Notable Projects

- Led multi-department team to assess research billing workflows and helped determine, present and implement an improved process (included creating a new position) that ensures more accurate and compliant research billing at Baptist Health through the electronic medical record system (Epic).
- Partnered with Baptist Health Medical Group to develop and implement new physician research compensation model for eligible physicians across the system.
- Led consolidation of contracts, accounts receivables and payables, invoicing and financial process changes for all applicable Baptist Health locations when department transitioned to a centralized model for fiscal year 2020 (September 2019).
- Collaborated on the expedited start-up of a Covid-19 vaccine clinic to support current and future infectious disease clinical trials at Baptist Health.

**Baptist Health Lexington**

1740 Nicholasville Road Lexington, KY

**Business Manager, Clinical Research Center**

July 2017- August 2019

Managed the contractual, budgeting and revenue cycle aspects of the Clinical Research Center for Baptist Health Lexington. Managed the business office day-to-day operations, which included finance, regulatory, and compliance team members. Collaborated with the department director and fellow manager to develop and implement operational workflows within the department and hospital. Reviewed, negotiated, finalized and managed all clinical trial agreements and budgets for Baptist Health Lexington.

**Baptist Health Lexington**  
**Graduate Internship**  
May 2016- July 2017

1740 Nicholasville Road Lexington, KY

Assigned a variety of projects including gap analysis of the clinical trial management system (CTMS) software within the Oncology research department. In addition, created new staff policies and training materials for this software. Continued to work throughout the academic year and summer in the Patient Experience department on patient rounding and Press Ganey data reporting, interpretation and improvement interventions.

**Audubon Dental and Implant Center**  
**Dental and Business Assistant**  
May 2013- August 2015

1330 Harrodsburg Road Lexington, KY

Assisted doctors with scheduled patients each day. Clinical tasks included IV sedation monitoring, taking impressions, set-up and breakdown of patient rooms, new patient appointments and assisting dental surgeries including extractions, biopsies, alveoloplasty and implant placement. Business responsibilities included presenting treatment plans, billing insurance, posting insurance payments and patient treatment financing.

## Activities

### **Baptist Health Evolving Leaders Program**

2018-2019

Accepted to and completed the Evolving Leaders program (three levels) which is intended to develop management skills and provide professional growth for leaders at Baptist Health through speakers, topic presentations and projects.

### **UK MHA Student Association**

#### ***Vice President***

2016-2017

Worked alongside the President and other board members to plan, organize and execute monthly activities. This included member meetings, events and volunteer opportunities with the goal to build networks and promote the UK MHA program within the Lexington community.

#### ***MHASA Student Member***

2015-2016

### **Alpha Gamma Delta (Epsilon Chapter)**

#### ***Vice President of Recruitment***

2012

Helped coordinate Panhellenic Formal Recruitment for more than 1,500 potential new members who came through the University of Kentucky Greek system. Led the logistics of Recruitment activities for the sorority which required immense planning and overseeing 200 Epsilon members for the course of a semester and summer.

#### ***Alpha Experience Coordinator***

2011

Educated 80 new Alpha Gamma Delta members over sorority history, values and purpose throughout the course of a semester in preparation for initiation. Planned and implemented Bid Day for the chapter.

#### ***Executive Council Member***

2011-2013

### **UK Pre-Dental Society**

#### ***Vice President***

2012-2013

#### ***Treasurer***

2011-2012

**Dance Blue**

***Marathon Dancer***

2011-2013

Three-time, 24-hour marathon dancer and single handedly raised over \$1,000 for the Dance Blue cause of children's oncology. Also the 2012 and 2013 Golden Matrix Cup winner with Team Alpha Gamma Delta (awarded to the overall best participating team).

**Memberships**

**ACHE Member**

2020-Current

**Upsilon Phi Delta Honor Society**

2017

**Healthcare Financial Management Association**

2017

**ACHE Student Associate**

2015-2017

**Volunteer Work**

**Advisor- Alpha Gamma Delta (Epsilon Chapter)**

2021-Current

**Baptist Health Maternity Event**

2017-2019

**Hope Center**

2016, 2017

**Baptist Health Celebration of Care**

2016

**St. Joseph Healthcare Gala**

2015, 2016

**YMCA Youth Soccer Coach**

2014-2015

**Meals for Haiti**

2011

**Alpha Gamma Delta Foundation Events**

2009-2013