

# Administrative Residency Program Overview

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 CHARLOTTE EYE  
EAR NOSE & THROAT  
ASSOCIATES, P.A.®

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We Just Make Sense.

## A Letter From Our CEO

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Charlotte Eye Ear Nose & Throat Associates, P.A. (CEENTA) is pleased you are interested in applying for our Physician Practice Administrative Residency Program. CEENTA has consistently demonstrated our commitment to an Administrative Resident program over the years. We believe in the importance of a structured, preceptor-directed practical experience at the start of any successful healthcare executive career.

Physicians of CEENTA maintain focus on delivering comprehensive, superior-quality, ethically based health care in a private practice environment. Our mission is to be the premier Eye, Ear, Nose and Throat group in the greater Metrolina area while implementing a strategic growth plan.

The Charlotte Eye Ear Nose & Throat Associates, P.A. Administrative Residency Program has been developed to address key areas within a successful independent multi-specialty physician practice. The year-long program provides rotations that are collaboratively developed by the preceptor, the department mentor, and the program resident. During each rotation, the resident

participates in core projects that support ongoing department objectives as well as the clinical practice. Throughout the year the resident will be a contributory member of the executive team, and will be given the opportunity to participate and lead an ongoing project. All of these experiences will help strengthen the resident's competencies. As part of their professional development, the resident will attend organizational meetings and symposiums. The preceptor interacts regularly with the resident to facilitate a comprehensive curriculum and provide personal growth as well as professional development.

Kindest regards,  
Gregory S Parsons, MD  
Chief Executive Officer  
Charlotte Eye Ear Nose & Throat Associates, P.A.

## Who We Are

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In 1923 three physicians became a part of Charlotte medical history when they formed the multi-specialty group Charlotte Eye Ear and Throat Hospital (CEET) in downtown Charlotte. The 37-bed CEET Hospital was the first multi-specialty hospital of its kind in the area, which also housed an optical department, laboratory and waiting room. The physicians and staff of Charlotte Eye Ear Nose & Throat Associates, P.A. (CEENTA) continue the tradition of entrepreneurship with a dedication to strategic growth.

Every year, over 800,000 patient visits are provided at our nearly 20 locations by more than 140 clinicians. We have treated generations of Charlotteans while maintaining a commitment to excellence in private physician practice. Our physicians focus on delivering comprehensive, superior-quality, ethically-based health care in a private practice environment.



# The Program

The Charlotte Eye Ear Nose & Throat Associates, P.A. Administrative Residency Program has been developed to provide exposure to key areas within a successful private physician practice. Each rotation is collaboratively developed by the preceptor, the department mentor and the program resident.

During each rotation, the resident participates in core projects that support ongoing department objectives as well as the clinical practice. All of these experiences will help to strengthen the resident's competencies. As part of his or her professional development, they will attend organizational meetings and symposiums. The preceptor interacts regularly with the resident to facilitate a comprehensive curriculum and provide personal growth and professional development.

# The Rotation

- Corporate Administration
- Marketing
- Information Systems
- Hospital Relations
- Corporate Real Estate
- Human Resources
- Operations
- Finance
- Data and Analytics
- Compliance
- Business Office
- Ambulatory Surgery Center

"CEENTA's Administrative Residency program is extremely empowering for recent MHA graduates. CEENTA provides you with the opportunity to learn and work alongside an incredible leadership team and gain exposure to many different areas of healthcare. Learning from the leaders in each rotation, along with the unique project base is an experience like no other. Having this in-depth experience in many different areas is something that enables extensive career growth. CEENTA has allowed me the opportunity to see, learn, and be a contributing member of the team and is something that I will always be grateful for."

**Ryan Fitzmaurice**  
2024 Administrative Resident

"CEENTA's Administrative Residency enabled me to explore all aspects of health administration while simultaneously fostering my pursuit of growth and development in operations. I am excited to continue my career at CEENTA."

**Caitlyn Grow**  
2018 Administrative Resident

"CEENTA's Administrative Residency program has been a truly flourishing experience. When I graduated with my MHA, I wasn't sure where I would fit in the healthcare system. This program helped me explore my interests, gain independence, and grow into a more confident healthcare administrator. I had the chance to work on meaningful projects, learn from diverse leadership styles, and connect with incredibly kind and supportive people- this journey wouldn't have been the same without them."

**Emma Browder**  
2022 Administrative Resident

"Through focused mentorship, extensive project experience, and in-depth departmental rotations, the CEENTA Administrative Residency was instrumental in identifying and developing my professional prowess, which will set the foundation for professional advancement throughout my career."

**Jedidiah Hostetler**  
2016 Administrative Resident

# Qualifications

- **For post-graduate students only.**
- Extremely strong work ethic.
- Strong written communication, interpersonal and analytical skills necessary to effectively interact with teams of people.
- Flexible and able to manage change effectively.
- Self-motivated and driven to reach goals.
- Broad knowledge base in diverse topics relating to healthcare, government regulation and pending legislation, managed care and trends amongst private physician practices.
- Ability to interpret and apply instructions in diverse settings.
- Ability to effectively balance multiple projects, tasks, and responsibilities
- Well-developed teamwork and collaboration skills with an aptitude to facilitate groups.
- Level of professionalism to interact with C-suite executives and shareholders.

# Benefits

- A competitive stipend
- Medical and dental coverage
- Short-term disability
- Long-term disability
- Life insurance
- (401k) program
- Paid time off
- Interview travel expenses

## Your Application

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With your application, please provide:

- Current résumé or curriculum vitae
- Personal statement (1-2 pages) that outlines career objectives and interest in pursuing an administrative residency program at Charlotte Eye Ear Nose & Throat Associates, P.A.
- Three (3) letters of recommendation (faculty recommendation from current Masters program, professional recommendation)
- Official transcript of undergraduate coursework (clear and legible attachment required)
- Official transcript of graduate coursework to date (clear and legible attachment required)
- **Deadline:** Application must be postmarked no later than **September 29**.

## How To Send Your Application

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Interested candidates should mail an application, résumé/CV, personal statement, three letters of recommendation and both undergraduate and graduate transcripts to:

Charlotte Eye Ear Nose & Throat Associates, P.A.  
6035 Fairview Road, Charlotte , NC 28210  
Attention: Ryan Fitzmaurice

**OR**

Email: [ADMResident@ceenta.com](mailto:ADMResident@ceenta.com)

Be sure to include your name and “Administrative Residency Program Application” in the subject line.

Following the review of required documentation and the successful completion of a screening and on-site interview, the candidate is expected to be chosen by **December 1**.