



## Clayton Sleep Institute

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### Lynda G. Newman, AD

*Manager, Office Operations, DME and Billing*

Lynda Newman works with every aspect of Clayton Sleep Institute operations, managing and developing policies and procedures, resolving inefficiencies and issues and supporting the delivery of clinical services to patients and to referring physicians. She oversees the Durable Medical Equipment program ensuring that CPAP devices and supplies are available for patient treatment. She is key in supporting the integration of new software and technology and manages the staff training process. In addition Lynda assists with electronic processing of insurance claims and the resolution of billing issues. Lynda's primary goal in all areas is to ensure that both patients and referring physicians have a positive experience at CSI, from scheduling to testing, treatment and follow up.

Lynda has been part of the CSI team for eight years and prior to her current position served as a Patient Care Coordinator which has given her a fundamental understanding of the clinical and business processes of CSI. She has extensive experience in administration, content development and staff and operations management in positions serving in retail, government and charitable organizations.

Lynda has an Associates' Degree in General Education from St. Louis Community College at Meramec and was elected to Phi Theta Kappa International Honor Society.