

Katherine Busler

Education

- 2002-2005 **Chapman University** Orange, CA.
 MFA – Film Productions Emphasis – Cinematography
- 1996-2001 **University of North Alabama** Florence, AL.
 B.S. – Communications **Double Major:** Radio, TV and Film / Media Photography

FILM & TELEVISION

PROFESSIONAL PRODUCTION EXPERIENCE

Magical Elves Inc. 2005-2010

- 2005-2006 Office PA
- 2006 Key office PA
- 2006-2007 Executive Assistant
- 2007-2010 Tech Room Manager
 - Manager of all Elves camera, audio and lighting gear
In charge of all rentals, repairs, maintenance, L&D, purchasing, inventory and policies
 - Created all rental agreements and forms associated with Elves gear check outs/ins

CAMERA TECH / TECH ASSIST

- 2007-2010 Tech Manager Magical Elves Inc.
- “Character Fantasy” Tech 2007-2010 Magical Elves Inc., USA Network
- “Character Road Trip” Tech 2008-2009 Magical Elves Inc., USA Network
- “Step It Up and Dance” Tech Assist (2008) Magical Elves Inc., Bravo
- “Step It Up and Dance Finale” Tech Assist (2008) Magical Elves Inc., Bravo
- “Dance-A-Long” Tech (2008) Magical Elves Inc., Bravo Digital Content
- Rihanna interview Tech (2008) Magical Elves Inc., Bravo
- “Top Design 2” Day player Tech Assist (2008) Magical Elves Inc., Bravo
- “Dress To Kill” Pilot Tech Assist (2008) Magical Elves Inc.
- “Top Chef Masters” Day player Tech Assist (2009) Magical Elves Inc., Bravo
- “Top Chef Just Desserts” Day Player Tech Assist (2009) Magical Elves Inc., Bravo
- In house Tech for Magical Elves shows:
 - “Top Chef” (2007-2010)
 - “Top Chef Masters” (2009-2010)
 - “Top Chef Just Desserts” (2010)
 - “Project Runway” (2006-2009)
 - “Top Design” (2007-2008)
 - “Step It Up and Dance” (2008)
 - “Work Of Art” (2009)
 - “Arranged Marriage” Pilot (2009)
 - “Kell On Earth” (2010)
 - “The Real L Word” (2010)
 - “Americas Next Great Restaurant” (2010)
 - “Braxton Family Values” Pilot (2010)
 - “Baby Planners” pilot (2009)
 - “United Plates of America” (2009)
 - “Dance Your Ass Off” (2009)
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CAMERA OPERATOR/CINEMATOGRAPHER

Short Films

Cinematographer

- *Séance Saturday Night* (2005) - Dir. Ben Conrad
- *Ping-Pong* (2005) - Dir. Burt Reynolds
- *The Course of Things* (2005) - Dir. Faith McQuinn
- *Promise* (2004) - Dir. Jarvis Rooker/ Katie Busler

1st AC, 2nd Unit DP

- *A Jersey Yellow* (2005) - Dir. Robert Sibley
- *Handyman* (2005) - Dir. Soozie Eastman
- *Porcelain* (2005) - Dir. Justin Ostensen
- *Express Mail* (2004) - Dir. Robert Sibley

Camera Operator (Television)

- “Step It Up and Dance” Day Player (2008) Magical Elves Inc., Bravo
- “Work Of Art” Casting tour LA, Miami, Chicago, NY (2010) Magical Elves Inc., Bravo

ASSISTANT CAMERA

Feature Films

- *National Lampoon's The Beach Party at the Threshold of Hell* (2005) 1st AC - Dir. Jonny Gillette & Kevin Wheatley

Television

- “Sweet Home Alabama” Season 2 (2011) Glassman Media, CMT
- “Character Fantasy” Day player (as needed) (2007-2010) Magical Elves Inc., USA Network
- “Top Design 2” Day player (2008) Magical Elves Inc., Bravo
- “Top Chef” Season 5 (2008) Magical Elves Inc., Bravo
- “Top Chef Masters” Day player (2009) Magical Elves Inc., Bravo
- “Project Runway” Seasons 4&5 LA Casting (2008,2009) Magical Elves Inc., Bravo
- “Dance-A-Long” (2008) Magical Elves Inc., Bravo Digital Content
- Rihanna interview (2008) Magical Elves Inc., Bravo
- “Top Design 2” Day Player (2008) Magical Elves Inc., Bravo
- “A-List Awards” Rainn Wilson Extra Content (2008) Magical Elves Inc., Bravo

ART DEPARTMENT

- *After* (2010) Set Decorator – Dir. Ryan Smith

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Current Work Experience

Children's of Alabama Birmingham, AL.

Continuing Medical Education Supervisor 2014- current

- Responsible for the management and productivity of Medical Education Resources which includes the Continuing Medical Education Program and the Resident's Library.
- Responsible for supervising the Medical Education Staff including directing day to day activities; handling time and attendance; performance reviews; coaching and disciplinary action.
- Responsible for the MASA Accreditation of the Children's of Alabama CME Program and for analyzing all accreditation requirements, creating policies and procedures to assure that guidelines and requirements are obtained for accreditation. Prepares for the reaccreditation process by completing the written portion of the survey and submit to Director and CME Chairperson for review.
- Responsible for assuring that the Continuing Medical Education Program maintains compliance with the rules and regulations of the American Medical Association (AMA), the Accreditation Council for Continuing Medical Education (ACCME), and the Medical Association of the State of Alabama (MASA).
- Maintaining budgets
- Assess and review the gaps in the CME office and work to improve and streamline processes
- Facilitates the process of presenting exceptional educational opportunities for physicians and contributes to hospital performance and quality by collaborating with other departments in an effort to enhance the effectiveness of the Continuing Medical Education Program.
- Supervising weekly Grand Rounds lectures
- Ascertain that all policies and procedures are followed when providing CME educational activities through live off-site Grand Rounds, and enduring materials.
- Working on and with the CME Committee to communicate any issues and follow-ups needed within the Department
- Communicating with Peach New Media in regard to online platform functionality
- Communication with Grand Rounds speakers regarding travel, expenses and documentation needed
- Provide verification access to Medical Students and residents to the COA facilities
- Provide verification access to Researchers and Observers to the COA facilities
- Provide professional library services for medical staff, medical students, community health professionals, and hospital employees within hospital budgetary and policy and procedure guidelines. Serve as a resource for Nursing during Magnet certification process.
- Serve as a resource to the CME Chairperson and Grand Rounds Director when questions of policy and process arise. Also, guide the Committee into seeking activities where there is potential for contributing to improved physician performance and patient outcomes as well as physician competence.
- Cross train to perform other duties in support of the academic mission related to continuing medical staff Education.

Credentialing Specialist 2011-2014

- Verification of all residents, medical students and referred testing physicians in and coming to COA
- Maintenance of information and verification of dates of access for Medical Students, Residents. Logs and provides ID number and access request for all to IT.
- Provides access packet and responds to applicant(s) to pick up documents in the Medical Staff Office. Send emails downstream to all keepers of COA computer systems to be added into downstream systems.
- On call to process all referring providers and facilities requesting follow up information on patients status
- Daily maintenance of Echo; COA credentialing database system
- Daily communications with Program Coordinators for Medical Students and Residents
- Processing requests for researchers, observers, medical students and residents to COA
- Ensures all medical staff members and allied health professionals have performance improvement files and maintains current filing of documents in both the credentialing and Medical Staff performance improvement files
- Organizes and reviews off-staff files, documents last day of privileges, and logs data into appropriate databases

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- Facilitator of OPPE (Ongoing Professional Practice Evaluations) for 700+ physicians twice a year
- OPPE requires collecting and tracking data, maintaining spreadsheets/databases and working with physicians and service chiefs regularly
- Communication of information to key hospital departments and leaders via mail-outs and electronic communication of newly appointed medical staff members and privileges
- Responsible for processing of all new applications and assisting with reappointments for medical staff membership and/or privileges for physicians, resident moonlighters, allied health professionals and CRNP's Staff
- Manually enters all information pertaining to medical staff members and individuals requesting clinical privileges in an accurate and timely manner into EC HO, including providing ID numbers, name, addresses, phone, fax, DEA, license, NPI, background, education, Board Certifications, AMA, call coverage, privileges, initial/reappointment dates and malpractice renewals for 700+ medical staff.
- Provides information on medical staff membership application process and mails application packets upon request
- Conducts and documents primary source verification of data submitted on applicants including querying the National Practitioner database, conducting education and medical license verification, verifying current malpractice insurance and obtaining loss history from previous insurance carriers.
- Request and process background checks, affiliation requests, peer statements
- Conducts follow-up on any missing information from applications. Prepares new application files and distributes to appropriate division and service chiefs for signature
- Prepares letters for all physicians and allied health professionals whose membership and/or privilege requests have been acted upon by the Board of Trustees for signature by the CEO and mails these letters to the applicant.
- Ensures distribution of privileges to appropriate hospital departments
- Run daily and weekly reports through Echo for supporting departments
- Completes meeting arrangements including room accommodations, catering, audiovisual equipment, handouts and electronic media, scheduling and notification for Medical Staff related meetings including, but not limited to the Medical Executive Committee, Credentials Committee, Ethics Committee, Clinical Outcomes Committee and sub-committees of the Clinical Outcomes Committee.
- Responsible for all end of the year license renewal verifications for all Medical Staff (700+) and referred testing physicians (3000+).
- Responded to inquires about Medical Staff Services, our processes/procedures
- Build and maintain educational materials for program coordinators, residents and medical students
- Other daily tasks include scanning, faxing, emails, maintaining spreadsheets and answering the main line for all incoming calls to Medical Staff Services

OZ Works Irondale, AL.

Contractor 2010-2011

- Creative work for events and locations as needed
- Built props, coordinated events, secured hard to find items for films, parties etc...
- Developed fliers and advertisements for business, fairs and general gatherings

Magical Elves Inc. Los Angeles, CA.

Tech Room Manager 2008-2010

- Maintained all gear and production equipment owned by Magical Elves Inc
- Created inventory system for all in house technical gear and managed all equipment rentals
- Responsible for gear repairs and purchases for Magical Elves Inc.
- In house Technical Manager for all shoots held on the grounds

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Executive Assistant 2005-2008

- Maintained full schedule for Co –Owners/ Ex. Producers of Magical Elves including travel arrangements
- Dealt closely with heads of multiple entertainment corporations on daily basis
- Created internship program and coordinated all interns
- Established procedures for record keeping to maintain accurate records of all office related work
- Revamped business forms for higher efficiency as well as developed and updated policies and procedures
- Answered phones and directed calls for 100+ employees
- Organized all “Town Hall” meetings, Emmy, Premier and Finale parties ranging in cost
- Responsible for ordering all office supplies and company crafty
- Participated in staff recruitment and monitored performance/progress
- Prepared operational reports and schedules
- Prepared financial reports on office expenditures and expenses
- Reconciled office expenditures/expenses with show specific budgets
- Liaise with accounting, production, and business affairs to process the payment of various accounts including employee payroll