OPUS MANAGEMENT, LLC

Administrative Solutions for Government Operations

COMPANY OVERVIEW

OPUS Management, LLC provides administrative support, program management support, healthcare administrative services, records management, document management, and business operations support to federal agencies, state and local governments, and prime contractors. Our professionals deliver documentation intensive, compliance driven administrative solutions through executive administrative support, project coordination, contract administration support, procurement support, workflow optimization, reporting, scheduling, and secure business operations. We provide responsive, accurate, scalable remote and on-site support that strengthens mission execution while maintaining the highest standards of quality, accountability, and customer service.

CORE CAPABILITIES

Administrative & Executive Support

- Executive Administrative Support
- Office & Back Office Administrative Support
- Calendar, Meeting & Travel Coordination
- Correspondence & Executive Communications

Program Management & Project Support

- Program Management Support
- Project Coordination
- Contract Administration Support
- Procurement & Acquisition Support

Healthcare Administrative Support

- Medical Billing & Coding Support
- Medical Records Management
- Healthcare Documentation
- Insurance Verification & Patient Scheduling

Key Differentiators

- Active SAM Registration • UEI • CAGE
- SBA Certified EDWOSB & WOSB
- Executive-Level Responsiveness & Accountability
- Secure Remote & On-Site Administrative Support
- Healthcare Administrative Operations Expertise

HEADQUARTERS

8735 Dunwoody Place
STE R
Atlanta, GA 30350, USA
T: (678) 453-6617
E: info@opusgovsolutions.com

COMPANY PROFILE

CAGE: 8JVF0
UEI: SMLMJHFLJAK5
SBA Certifications: EDWOSB, WOSB
Website: http://www.opusgovsolutions.com

PRIMARY CONTACT

Lloydie Ginyard, Chief Executive Officer
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INDUSTRY NAICS

561110 Office Administration Services (Primary)
541611 Administrative Management Consulting
541612 Human Resources Consulting Services
541618 Other Management Consulting Services
561210 Facilities Support Services
561410 Document Preparation Services
561499 Business Support Services
621399 Miscellaneous Health Practitioners
621610 Home Health Care Services

PSC CODES

R699 Administrative Support
R408 Program Management/Support
R617 Electronic Records Management
R499 Professional Support