Admissions Manager

ROBERT SMITH

Phone: (123) 456 78 99
Email: info@qwikresume.com
Website: www.qwikresume.com
LinkedIn: linkedin.com/qwikresume
Address: 1737 Marshville Road, Alabama.

Objective

Highly analytical admissions management professional combining more than 6 years of work in various behavioral health care settings with proficiency in crisis management, leadership and positive client outcomes.

Skills

Electronic Health Record, TIER Client Database, Azzly Client Database

Work Experience

Admissions Manager

The Next Door - December 2017 – March 2018

- Provide clinical and administrative oversight as an admissions manager.
- Provide informational sessions for networking opportunities with sub-acute health care provider referral sources.
- Conferring with hospital referral sources regarding treatment services and current bed availability.
- Managing/overseeing intake coordinator, intake therapists, and admissions specialists that conduct the following pre-screenings on clients to obtain clinical and medical information, bio-psychosocial assessments, therapist-client assignment, and verification of benefits.
- Reviewing pre-screenings, bio-psychosocial assessments, nursing assessments, and collaborating with medical staff to determine client level of care based on medical necessity guidelines.
- Ensuring clients admitted meet insurance carrier medical necessity guidelines and conducting insurance pre-authorization for client recommended level of care.
- Development and utilization of a departmental tracking outcomes system to compare monthly averages of clients scheduled, clients admitted, no-show rates, and discharges.

Admissions Coordinator

The Next Door - August 2017 – December 2017

- Managing/overseeing admissions staff members that conduct psychosocial pre-screenings on clients.
- Collaborating with medical staff to determine client level of care based on medical necessity.
- Completion of a bio-psychosocial assessment to determine placement within the agency or to refer out to ensure the client is placed in the proper level of care based on psychiatric and medication acuity.
- Working alongside the IT Manager and Operations Director to review the company website, call-tracking to review referral sources and electronic health record screening tools.
- Assisting the utilization review team with concurrent reviews with in-network insurance providers.
- Modification of electronic health record pre-screening and intake bio-psychosocial assessments.

© This **Free Resume Template** is the copyright of Qwikresume.com. **Usage Guidelines**

- This is Dummy Description data, Replace with job description relevant to your current role. In case if you dont need it you can delete it.

Education

M.S. in Clinical Mental Health Counseling - May 2016(Lipscomb University - Nashville, TN)

© This **Free Resume Template** is the copyright of Qwikresume.com. **Usage Guidelines**