

Clerical Coordinator

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

To obtain a position as a Clerical Coordinator in a Health Care facility where to utilize my nursing education and training, as well as interpersonal skills to provide the highest level of care.

Skills

MS Office, Data entry, Phone calls.

Work Experience

Clerical Coordinator

ABC Corporation - July 2004 – April 2013

- Answered incoming calls and connecting them with the appropriate person, answered call lights, and secured appropriate help for patients.
- Ordered labs and tested requested by doctors prior to the use of CPOE.
- Stocked proper supplies on the unit and initiated patient care activities within my scope of practice such as getting ice, water, blankets, ECT.
- Greet patients on arrival to the floor, updated patient admissions and discharged logs directed patient families to patient rooms, and ensured all paperwork is signed.
- Navigated through tele tracking for patient transportation or informational needs.
- Tracked when patients leave the floor for tests or surgery and inform physicians.
- Monitored to ensure that VTE prophylaxis is ordered on every patient the day of, or the day after admission, and if it is not letting the appropriate person know so that the physician can be notified.

Clerical Coordinator

Delta Corporation - 2003 – 2004

- Manage client reservations via web based reservation software Develop marketing strategies to drive sales Logistically coordinate driver schedules .
- Handled accounts filing Handled data entry Sent faxes and mailed documents Reviewed quality of all paperwork.
- Electronic Medical Records, Primary Care Provider Office, Inpt.
- Surgical Unit Taking paper medical records and scanning into computer program for electronic filing Verifying logistical and insurance information, .
- Maintain accurate filing system/Data entry -Sort and log internal mail -Transporting external mail -Pull claims for various departments -Promoted to .
- Oversee all clerical duties of the front staff.
- Check-in and Check-out process of Patients, Insurance authorization and referrals, batch scanning documents into medical records using the epic .

Education

Associate in Nursing - (Beckfield College - Florence, KY)