



LIAM ANDERSON

Clinic Coordinator

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📍 Los Angeles

🌐 www.qwikresume.com



PROFESSIONAL SUMMARY

Results-oriented Clinic Coordinator with 2 years of experience in enhancing clinic operations and patient experiences. Proficient in managing appointment scheduling, ensuring regulatory compliance, and maintaining meticulous patient records. Passionate about improving service quality and fostering a patient-centered environment in dynamic healthcare settings.



WORK EXPERIENCE

Clinic Coordinator

📅 Apr / 2024-Ongoing

Blue Sky Innovations

📍 Chicago, IL

1. Managed patient scheduling, ensuring timely appointments and reduced wait times.
2. Coordinated patient care with multidisciplinary teams, enhancing service delivery.
3. Maintained accurate medical records, ensuring compliance with healthcare regulations.
4. Handled insurance verification and prior authorizations effectively.
5. Oversaw daily clinic operations, optimizing staff workflows and resource allocation.
6. Provided direct support to physicians and healthcare staff in patient care activities.
7. Assisted in the development of clinic policies to improve operational efficiency.

Clinic Coordinator

📅 Apr / 2023-Apr / 2024

Silver Lake Enterprises

📍 Seattle, WA

1. Scheduled appointments for various medical evaluations, streamlining patient flow.
2. Provided administrative support, including managing phone communications and patient inquiries.
3. Handled electronic medical records (EMR) management, ensuring data accuracy.
4. Assisted in insurance billing and coding for office visits and treatments.
5. Supervised front desk staff, enhancing customer service and operational efficiency.
6. Trained new employees on clinic procedures and software systems.



EDUCATION

Associate of Applied Science in Medical Assisting

📅 Apr / 2022 - Apr / 2023

Springfield Community College

📍 Phoenix, AZ

Focused on patient care, clinical procedures, and healthcare management.



SKILLS

Patient Care Coordination

Clinical Workflow

Interpersonal Skills

Medical Terminology

Process Improvement

Patient Intake Procedures



INTERESTS

🤿 Scuba Diving

🎮 E-sports

📖 Reading Fiction

🧩 Puzzle Solving



STRENGTHS



Stewardship



Teamwork



Tenacity



Vision



LANGUAGES



English



Russian



Dutch



ACHIEVEMENTS



Implemented a new scheduling system that reduced patient wait times by 20%.



Streamlined patient intake processes, increasing efficiency by 30%.