

MIA TAYLOR

Clinical Intake Specialist

✉ support@qwikresume.com ☎ (123) 456 7899 📍 Los Angeles
🌐 www.qwikresume.com



PROFESSIONAL SUMMARY

Dedicated professional with over two years of experience in clinical intake and assessment processes. Proven ability to gather and analyze patient information, ensuring appropriate referrals for mental health services. Committed to providing compassionate support and maintaining efficient workflows to enhance patient experiences in a healthcare setting.

WORK EXPERIENCE

Clinical Intake Specialist

Quantum Solutions LLC

📅 Apr / 2024-Ongoing
📍 Phoenix, AZ

1. Conducted comprehensive assessments for individuals presenting for mental health services.
2. Verified patient eligibility and gathered pertinent clinical information efficiently.
3. Documented case information accurately in electronic health records.
4. Collaborated with healthcare providers to ensure appropriate service referrals.
5. Facilitated communication between patients and providers to enhance care delivery.
6. Participated in quality improvement initiatives to optimize intake workflows.
7. Maintained confidentiality and compliance with healthcare regulations.

Clinical Intake Specialist

Lakeside Apparel Co

📅 Apr / 2023-Apr / 2024
📍 Chicago, IL

1. Coordinated referrals for clinical evaluations and necessary follow-up services.
2. Provided timely responses to patient inquiries regarding intake procedures.
3. Managed patient flow at the front desk, ensuring a welcoming environment.
4. Utilized medical coding systems for accurate billing and record-keeping.
5. Assisted in training new staff on intake protocols and patient engagement strategies.
6. Monitored and updated patient records to reflect current information.

EDUCATION

Bachelor of Science in Psychology

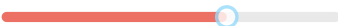
University of California

📅 Apr / 2022-Apr / 2023
📍 Portland, OR

Focused on mental health, counseling techniques, and patient interaction.

SKILLS

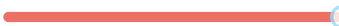
Clinical Documentation



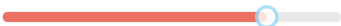
Patient Interaction



Patient Assessment



Data Entry Skills



ACHIEVEMENTS

- 🌟 Streamlined intake processes, reducing patient wait times by 20%.
- 🌟 Successfully managed over 100 patient assessments, ensuring timely follow-ups.
- 🌟 Collaborated with multidisciplinary teams to improve patient care outcomes.