

HENRY WALKER Clinical Support Specialist - Representative

- (123) 456 7899
- Los Angeles
- www.qwikresume.com

SKILLS



INTERESTS

- Birdwatching
- Traveling
- Sports Coaching T Knitting

STRENGTHS









LANGUAGES







English

Swahili

Russian

PROFESSIONAL SUMMARY

Dynamic clinical support specialist with 2 years of experience enhancing patient care and optimizing operational workflows. Proficient in managing clinical documentation, coordinating training for staff, and ensuring compliance with healthcare regulations. Passionate about contributing to a patient-focused environment and driving initiatives that improve service delivery and operational efficiency.

WORK EXPERIENCE

Clinical Support Specialist - Representative

Mar/2024-Ongoing

WidgetWorks Inc.

- **耳** Denver, CO
- 1. Managed daily office operations, ensuring efficient workflow for a team of 4 employees.
- 2. Developed and maintained accurate clinical documentation to support patient care initiatives.
- 3. Conducted training sessions for new staff on clinical protocols and software usage.
- 4. Coordinated inventory management, ensuring availability of essential medical supplies.
- 5. Verified insurance claims and resolved discrepancies with various providers.
- 6. Performed accounts receivable duties, enhancing financial accuracy and efficiency.
- 7. Initiated audits of patient files to ensure compliance with medical necessity standards.

Clinical Support Specialist

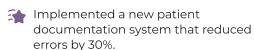
Mar / 2023-Mar / 2024

Crescent Moon Design

₮ Portland, OR

- 1. Provided clinical support by answering phone inquiries and managing authorizations for outpatient treatments.
- 2. Assigned psychological evaluations to appropriate providers, ensuring timely service delivery.
- 3. Coordinated requests for interpreters to facilitate effective communication during treatments.
- 4. Maintained hospital assignments and forwarded census lists to care
- 5. Assisted with front desk coverage, enhancing overall patient experience.
- 6. Tracked appeal claims in Excel to ensure timely follow-up and resolution.

ACHIEVEMENTS



Trained 10+ new hires in clinical support protocols, improving team efficiency.

EDUCATION

Associate of Science in Health Science

mar/2022-Mar/2023

University of Health Sciences

耳 Seattle, WA

Focused on patient care and healthcare operations.