

Discharge Coordinator

ROBERT SMITH

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

Objective

To seek an full time position where I can utilize my experience of interpersonal skills, with problem solving and good telephone skills. Maintaining a professional demeanor and the ability to work with a team or independently. I have a friendly appearance a helpful attitude with full honesty, integrity and dedication.

Skills

Computer, Administrative, Phlebotomy, Collections, Billing.

Work Experience

Discharge Coordinator

ABC Corporation - October 2014 - 2021

- Accurately and efficiently assessed patients aftercare needs in collaboration with the patient, physicians, therapists, and treatment team.
- Provided patients with reasonable aftercare options and discusses each option in full with the patient and family.
- Collected releases of information to accurately research and refer to services.
- Maintained timely and accurate patient records, treatment team and case management notes and patient referrals.
- Initiated contact with referral sources, community mental health providers, physicians, and other placement options to facilitate continuity of care.
- Coordinated admissions to secondary hospitals or treatment centers and other placement as needed.
- Scheduled follow-up appointments with a psychiatrist and therapist within a reasonable time following discharge.

Discharge Coordinator

Delta Corporation - 2010 - 2014

- Scheduling appointments, calling in referrals, scanning , answering phones and all office duties.
- Arranging patients for post-acute care, equipment, and supplies prior to discharge.
- Administrative support for Case Managers Fill in for Secretary in Case Management Dept.
- Validate that all commercial/managed care discharges have been authorized.
- Arrange and coordinate discharge plan needs for patient and family.
- Run daily reports to ensure all targets are met.
- Child and Adolescent Units - ages 6-17) Coordinated discharge plan working with healthcare and insurance providers Developed and maintains .

Education

Master Of Science In Psychology