

# ROBERT SMITH

## Discharge Coordinator

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

### SUMMARY

As a Discharge Coordinator, responsible for Interviewing patients and/or families to assist the Case Manager with the identification of potential barriers to discharge, including but not limited to, financial, emotional, inadequate support systems, and/or other patient-specific barriers.

### CORE COMPETENCIES

Planning Skills, Patient Care.

### PROFESSIONAL EXPERIENCE

#### Discharge Coordinator

ABC Corporation - October 1999 – September 2001

##### Key Deliverables:

- In charged of all surgical specialties except neuro, ortho, cardiothoracic and gyno.
- Worked with a multi-disciplinary team consisting of doctors, nurses, social workers, and nurse case managers to anticipate and determine patients needs for continued care at discharge.
- Worked with the patients insurance company to ensure benefit coverage and preferred providers for discharge needs.
- Gave patient choice as to which preferred provider to use for the services the patient required at discharge.
- Arranged continued care with various skilled nursing facilities, home health care companies, durable medical equipment companies (for oxygen and/or various medical equipment), hospice providers, assisted living facilities, long term acute care and physical rehab facilities.
- Arranged both advanced life support and basic life support transports to other facilities as necessary for my patients.
- Able to arrange and coordinate all discharge needs for all my patients discharging on any given day along with charting and keeping current with ALL patients on my census - completing all of my duties within an eight hour day, never requiring over-time to complete my duties.

#### Discharge Coordinator

Delta Corporation - 1996 – 1999

##### Key Deliverables:

- The job entailed answering the phones, setting up appointments for the patients, getting authorizations on chemotherapy drugs, setting up scans, and .
- And being able to key in the daily charge tickets after the visit and chemotherapy was completed.
- Conducted psychosocial assessments to evaluate discharge planning, social, and emotional needs of patients as they made the transition from hospital .

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- Set up safe discharge plan for patients Consult with other departments to meet patients needs Instruct both patients and/or family members to .
- Skills Used Understanding clinical aspects of patients to properly complete paperwork and need for hospital admission.
- Inter-discipline skills to provide better patient care plan Working with other nurses and physicians to build a strong team dedicated to putting .
- Prepared comprehensive hospital discharge plans for plan members Coordinated discharges from hospitals to long term care skilled nursing facilities .

### EDUCATION

- GED