

ROBERT SMITH

Discharge Coordinator

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SUMMARY

Hardworking, self-motivated, Discharge Coordinator Professional, accustomed to working in a fast paced environment; team player, adapts to new tasks quickly and easily, driven to achieve high quality results.

SKILLS

Problem Solving Skills, Attention To Detail.

WORK EXPERIENCE

Discharge Coordinator

ABC Corporation - September 2012 – December 2012

- Responsible for driving assigned department projects (i.e. projects supporting organizational initiatives and goals.
- Responsible for typing and/or composition of letters, memos, minutes, meeting notices, creation of forms, proofreading documents, and organizing materials.
- Coordinated all aspects of transportation/escorts of youth for the purposes of safe reunification of transfer to a more appropriate level of care.
- Constantly engaged in learning and developing new skills and approaches to reunification, transfer and escort procedures for clients in their program and post-18 plan and ensuring all statistical information and data related to escort/discharge was recorded.
- Responsible for tracking all travel, escorts, and related costs and created policies and procedures which increase the safe transfer of youth and reduce costs.
- Acted as primary liaison between Tumbleweed and receiving family sponsor or another care provider during the discharge process, ensured program compliance, documentation and arranged per diems per escort.
- Created a documented specialized area in discharge planning/escorts in our Youthcare work, documented policies and procedures, and staff training, to other Youthcare workers who are able to provide escort services for discharged youth, increase safe transfer of youth.

Discharge Coordinator

Delta Corporation - 2011 – 2012

- Utilized crisis intervention to individuals in a short term acute residential treatment facility - Provided individual and group therapy to clients .
- Work closely with patients, physicians, and staff members to ensure that patients have what they need for success after discharge.
- Arrange referrals and work closely with nursing homes, home health companies, and DME companies to ensure that post discharge needs are met.
- Also work to ensure that indigent patients have access to resources in the community to provide for their basic needs.

- In this position I was responsible for receiving calls regarding admission prospects to this facility.
- It was my responsibility to perform the entire admission process from the transcription of orders to completing the admission assessments.
- Was also responsible for completing the discharge process as well.

SCHOLASTICS

- Bachelor's