

ROBERT SMITH

Discharge Coordinator

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A sincere, loyal and dedicated individual with great deal of ambition. Although I have worked in the computer industry, my past experiences and quick learning ability make me eager to attempt this new challenge. I get along well with others and have plenty to offer to a team, but I am also efficient while working independently. Seeking a position where I can develop new skills and excel while giving 100% to my employer.

EXPERIENCE

Discharge Coordinator

ABC Corporation - NOVEMBER 2007 - 2021

- Cared for patients in Emergency situations along with documenting the patients care that was provided.
- Obtained EKGs and placing patients on a heart monitor.
- Assisted RNs,PAs, and MDs in everyday tasks of the Emergency Room.
- Assisted with serial procedures and splinting. Finding hospitalization for patients that need mental health services.
- Obtained a pre-certification for the patient to be hospitalized and also setting up transportation via ambulance service to get the patient to he excepting hospital.
- Created all brochures, power points, and flyers to keep all youth informed and educated.
- Attended and contributed to daily treatment team meetings in a punctual and professional manner.

Discharge Coordinator

Delta Corporation - 2005 - 2007

- Coordinates the discharge of patients Participates in discharge planning including coordinating patient transfers to other departments or facilities, .
- Uses critical thinking skills, effective communication skills, decisive judgment, and the ability to work with minimal supervision in a stressful.
- Completed all discharge planning for the Chief of Directors Adolescent Psychiatrist male adolescent crisis stabilization unit.
- Coordinated and completed the evaluation process, treatment, and clinical discharge plans for all patients.
- Coordinated consultations with each family on post-discharge recommendations and referrals to community providers, coordinating meetings with w/agencies.
- Represented the department as the Chairman of Interagency meetings and planned activities.
- Coordinated discharges from in-patient to out-patient care Referred

clients to community resources needed to continue recovery including available VA.

EDUCATION

- MS

SKILLS

Familiar With All Script, Meditech, Health Streams.