

# Robert Smith

## Discharge Coordinator

### **CONTACT DETAILS**

1737 Marshville Road,  
Alabama  
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### **PERSONAL STATEMENT**

As a Discharge Coordinator, responsible for Will communicating relevant patient-specific findings or concerns to the Case Manager and assist the Case Manager in addressing applicable issues, which might impede a safe and timely transition to a lower level of care.

### **SKILLS**

Hard Worker, Willing To  
Learn, Medical.

### **WORK EXPERIENCE**

#### ***Discharge Coordinator***

**ABC Corporation - September 2002 - January 2004**

##### *Responsibilities:*

- Acted as a liaison between patients, hospital staff, the community, hospital administration and physician office staff Answer telephone inquiries according to established grade of service standards.
- Collected and verified information concerning eligibility, provider status, benefit coverage, coordination of benefits and subrogation.
- Compiled with organizational policies and procedures, regulatory requirements and other established criteria and guidelines.
- Assisted in preparing and submitting reports or assignments as needed to meet organizational initiatives and/or objectives.
- Maintained confidentiality of company and protected health information.
- Provided behavioral health customer service functions and coordinates member needs with appropriate level of care.
- Referred members to network behavioral health providers for outpatient evaluation and treatment.

### **LANGUAGES**

English (Native)  
French (Professional)  
Spanish (Professional)

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

#### ***Discharge Coordinator***

**Delta Corporation - 1997 - 2002**

##### *Responsibilities:*

- This involved liaising with hospital staff and the Aged Care Assessment Team.
- The duties involved assessment of the client and identification of supports and services that would be required prior to the clients discharge from .
- Clients were either discharged back to the community or to a residential facility.
- Coordinate Discharge Needs - Order DME, Arrange Transport - Emergency Hospital Transfer - Obtain Auth for HHC - Arrange SNF and Rehab Placement - .
- Hawthorne, New York Discharge Coordinator Worked as a part of a clinical team to determine and implement discharge plans for emotionally disturbed .
- Malibu, Ca The job duties entail providing clients with referrals for aftercare.
- Making and maintaining relationships with other referral sources.

### **REFERENCES**

Reference - 1 (Company  
Name)  
Reference - 2 (Company  
Name)

## Education

High School Diploma