

## Discharge Coordinator

# ROBERT SMITH

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## Objective

Highly motivated Discharge Coordinator professional with unique expertise in discharge planning, case management, and insurance benefit verification seeking a challenging position.

## Skills

Microsoft Office, EMR, Insurance Verification, Medical Terminology, Benefits, Meditech, Patient Education, Medical Records.

## Work Experience

### Discharge Coordinator

**ABC Corporation** - March 2014 – March 2016

- Assisted in the creation of a standard durable medical equipment form for MSH, SRH and HCH compliant with CMS guidelines, eliminating need for additional documents to be signed, delays in discharge, incorrect patient information being transferred, etc.
- Initialized transition from paper HH & oxygen orders to electronic orders entered via POM in Meditech.
- Currently working on transitioning DME to electronic orders as well.
- Organized patient care with multiple vendors and agencies including establishing communication with insurance companies to increase in-network contracted providers.
- Coordinated the discharge planning of all Schwab patients requiring home health and durable medical equipment/supplies.
- Assisted in establishing relationship with preferred DME vendor to provide consignment closets for MSH, SRH, and HCH as a means of providing faster, quality service for patients and expediting discharge reducing length of stay.
- Documented all patient referrals appropriately and within hospital & CMS guidelines.

### Discharge Coordinator

**Delta Corporation** - 2013 – 2014

- Coordinate aftercare/discharge planning for a 223 - bed forensic treatment center (ITP & NGI), improve discharge system increasing efficiency.
- Sent referrals to different facilities, such as Skilled nursing, Rehab, Hospice, Home Health Arranged critical or standard transport to facility or home.
- Accepts or booked company Explain Medicare rights to patients and family.
- Coordinate sending inpatient history & physicals to the patients primary care physicians Work closely with physicians in regards to their schedule .
- Discharged patients after surgical procedures Sterilized surgical instruments Maintained OSHA standards to provide an efficient work environment and .
- Set up patients with home O2 and/or durable medical equipment prior to discharge from hospital.
- Contacted doctors offices to obtain CMNs and scripts for equipment.

## Education

GED