

# ROBERT SMITH

## Discharge Coordinator

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

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### SUMMARY

To establish a long-term career in a company where I may utilize my Discharge Coordinator professional skills and knowledge to be an effective Associate Program Manager and inspiration to those around me.

### CORE COMPETENCIES

Microsoft Office, Internet Research, Scheduling Appointments.

### PROFESSIONAL EXPERIENCE

#### Discharge Coordinator

**Summersky Treatment Center - August 2015 – 2021**

#### Key Deliverables:

- Set up aftercare for clients completing residential alcohol/drug treatment program.
- Worked with sober living homes, counselors, physicians and agencies that assist with homeless clients. Insure that clients have DARS information, educational information i.e., GED, services for dental and various services.
- Worked with insurance companies to insure affordability of aftercare for clients.
- Used Scheduling, face to face interviewing of clients, working with LCDC counselors, LPC counselors and Recovery Advocates.
- Cared team meetings to determine eligibility of clients to receive additional time to treatment.
- Worked with physician and nursing staff in the continued care of clients medical needs.
- Involved setting up home health care or outpatient therapy for patients and ensuring that the appropriate DME was provided and that follow-up appointments were scheduled.

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**Delta Corporation - 2011 – 2015**

#### Key Deliverables:

- Include but are not limited to Serving on an interdisciplinary team to assess for ability to discharge patients and setting up case management, .
- Created patient resource database for the hospital; 80 bed psychiatric facility.
- Facilitates safe and timely discharge of patients requiring care services, durable medical equipment, or special transportation in coordination with .
- maintains consistent contact with referral sources until appropriate resource(s) is (are) confirmed communicates status of plan to team daily .
- Discharge patients according to current hospital standards and procedures  
-Assist unit managers -Assist case management in arranging DME, home health,.

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- Care Center Intake Specialist Key Accomplishments Patient admission with no errors Accurate documentation of incoming telephone calls Chart audit .
- Coordinate care for level II and III infants upon discharge; provide advice and instruction to parents or guardians, evaluate the requirements of .

### EDUCATION

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M.A

