

Robert Smith

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Discharge Coordinator

SUMMARY

An overall exceptional individual with experience in discharge planning, individual/group counseling techniques/therapy, and appraisal methods. Likewise, proficiently demonstrates excellent communication, critical thinking, and listening skills with minimal supervision.

SKILLS

Analyst, MS office.

WORK EXPERIENCE

Discharge Coordinator

ABC Corporation - 2009 - 2009

- Oversaw discharge planning for a 125-bed ITC while hosting and facilitating all site visits from providers and various other professionals.
- Conceptualized and developed ongoing professional relationships with key agencies and organizations.
- Evaluated programs for the appropriateness of client needs by visiting potential discharge placements.
- Provided in-depth training to staff while working in conjunction with business managers in acquiring payment services rendered.
- Reviewed contracts and state regulations and troubleshoot any identified problems.
- Reviewed all policies and procedures to ensure compliance with JCAHO procedures.
- Responsible for scheduling patient procedures, providing patients with an estimate of financial responsibility after insurance, posting patient payments, and making daily bank deposit.

Discharge Coordinator

Delta Corporation - 2006 - 2008

- Initiated multidisciplinary discharge paper work among the health care team as directed by clinical case manager and Therapy department.
- Order durable medical equipment, set up home health services, and make referrals to community resources.
- Contact patient families to advise them on discharge plan and process.
- Ensure delivery and confidentiality of medical records, physicians orders, and insurance information to selected agency or caregiver.
- Worked as a discharge coordinator and my job duties were to plan the arrangements of the patients discharge, chaperon the patient until they get to .
- Called discharged patients utilizing standardized script and procedure Assisted patients in making follow up appointments and/or locating a PCP .
- Efficiently discharged over 50 patients a day Followed standard medical procedures Collaborated with 12 physicians to create plan of action for .

EDUCATION

MS