ROBERT SMITH

Enrollment Coordinator I

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A position in an organization that will benefit from initiative, capabilities, and contribution. Interested in a position with the potential for advancement and increased decision- making responsibilities. Enrollment Coordinator position, in a growing organization that has the vision to recognize that success is a by- product of its respect and commitment to its personnel.

EXPERIENCE

Enrollment Coordinator I

ABC Corporation - MARCH 2009 – SEPTEMBER 2013

- Learned all aspects of medical terminology and professional organization and communication skills.
- Detailed oriented extensive data entry.
- Operated computer Microsoft to maintain business records and reports.
- Answered extensive incoming calls and made outbound calls to medical doctors and patients.
- Prepared and processed 100 prescriptions a day.
- Collected information and enter unto computer Microsoft.
- Telephoned insurance companies to verify patients coverage and to obtain information concerning extent of benefits.

Enrollment Coordinator

Delta Corporation - 2008 – 2009

- Send referrals to coresponding pharmacies Send referrals to corresponding benefit verification teams Work all referrals in ERX Queue.
- Med Plus/Chip/Ohio/Tenn/S.C.
- Guide members through comprehensive enrolment process Collaborate with the DPW files, reports.
- Coordinated all aspects of Peer Support Training course enrollment, including interfacing with Vocational Rehabilitation counselors, case managers .
- Facilitated weekly 2-hour orientation for prospective students; maintained student database.
- Assisted instructor with presenting class modules; graded homework and final exams.
- Processed providers applications.

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EDUCATION

- Bachelor's- (College of Lake County - Grayslake, IL)

SKILLS

Management, Organizing.