

Health Unit Coordinator

ROBERT SMITH

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Objective

8.5 years of Health Unit Coordinator duties both in inpatient and outpatient settings. Supervisory management of a physicals department in an outpatient clinic and comprehensive clerical administrative support with strong written and oral communication skills. Advanced knowledge of hospital policies, procedures, regulations, medical terminology, anatomy, physiology, the internal organization of hospitals, hospital regulations, consistency of medical records and medical references. Advanced knowledge of Microsoft Office suite and Cerner. Knowledge of computers, data entry, and retrieval within a computerized medical record.

Skills

Microsoft Office, Typing, Microsoft PowerPoint, Customer Service, Telephone, Filing, Inventory, Medical Terminology, Receptionist

Work Experience

Health Unit Coordinator

ABC Corporation - August 2008 - May 2011

- Collaborated with several interdisciplinary departments to coordinate the care of inpatients.
- Maintained security and confidentiality of all protected health information in accordance with HIPAA, local, state and other federal laws.
- Communicated tactfully and effectively interacted with patients, family members, and team members to provide coordination of care.
- Received and directed patient, family members and providers within the hospital to matters needing their attention or actions.
- Fulfilled logistical needs by procuring office supplies, medical equipment, and medical supplies within several computer programs.
- Placed into several computer programs work orders for environmental services and maintenance.
- Maintained effective communication to provide guidance, instruction, and orientation to staff members in local, state, federal and hospital administrative policies, procedures and regulations.

Health Unit Coordinator

ABC Corporation - December 1999 - December 2004

- Advised staff and patients regarding specific procedures pertaining to laboratory, radiology and other necessary ancillary support services for patient care.
- Accurately inputted and captured correct patient demographics and insurance data within computer programs.
- Examined and maintained electronic and physical medical records for verification of transcribed orders and enter orders into computer programs provider ordered labs, imaging, and diagnostic tests.
- Collaborated with several interdisciplinary departments in order to provide a seamless transition of discharge to home, nursing home or change in the level of care.
- Interviewed patients to complete case histories, intake forms, and insurance documentation.

- Scheduled and confirmed patient diagnostic appointments, surgeries, and medical consultations.
- This is Dummy Description data, Replace with job description relevant to your current role. In case if you dont need it you can delete it.

Education

Certificate in Management - 1998 (Naval Hospital Corps School Great Lakes)- August 2009(The University Of Toledo - Toledo, OH)- August 2006(John Hay Early College - Cleveland, OH)