

ROBERT SMITH

Health Unit Coordinator - Lead

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

SUMMARY

Seasoned Health Unit Coordinator - Lead with more than 16+ years of experience in a fast-paced medical setting. Delivers excellent customer service and handles tasks with accuracy and efficiency. Possesses a vast knowledge of medical terminology and have a clear and concise knowledge of HIPPA policies and practices. Supports quality patient care and services. Motivated to strive for the best possible outcome being an effective team player. Ability to collect and maintain medical record information within several databases and maintain patient lists and reports.

CORE COMPETENCIES

EMR, Superior Customer Service, Multitasker, Telephone, Attention To Detail, Proficient In Microsoft Word, Office, Excel, Schedule Appointments, Professionalism

PROFESSIONAL EXPERIENCE

Health Unit Coordinator - Lead

ABC Corporation - April 1998 – August 2014

Key Deliverables:

- Answered patients call system, telephone calls, relayed messages, maintaining the confidentiality of all patients.
- Ensured that services outlined on orders are communicated in a timely manner to the appropriate staff in the work unit and throughout the hospital.
- Provided clinical and administrative support to the clinical team of the unit.
- Coordinated communication between patients, physicians, parents, family members, and staff.
- Transcribed physician orders, and reconciled charges using horizon clinical software.
- Maintained correspondence with the team of doctors, nurses, and medical specialists at other hospitals and health care centers.
- Managed unit communication to promptly answer telephones and activating documents and managed medical records per policy.

Health Unit Coordinator

ABC Corporation - March 1997 – April 1998

Key Deliverables:

- Demonstrated the skills and judgment necessary to facilitate the efficient functioning of the nursing unit.
- Assisted the Nurse Manager, Clinical Coordinator or Charge Nurse in maintaining a smooth and efficient flow of patient information.
- Assisted the Nurse Manager, Clinical Coordinator or Charge Nurse in the effective (non-nursing management) of unit activities.

ROBERT SMITH

Health Unit Coordinator - Lead

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

- Acted as a unit receptionist, answered the telephone in a courteous and timely manner, provided direction to patients families, visitors and staff in a courteous manner.
- Ensured messages and reports are relayed to the proper individual quickly and accurately.
- Assumed the responsibility for the maintenance of patient records on the assigned unit.
- 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

- Registered Nursing Program - 1994(Manatee Community College - Bradenton, FL)
Certified Nurses Aide - 1996(Sarasota County Technical Institute - Sarasota, FL)
Sarasota County Technical Institute in Nursing Unit Secretary For Health Care Workers - (Sarasota County Technical Institute - Sarasota, FL)