

# ROBERT SMITH

## Health Unit Coordinator

[info@qwikresume.com](mailto:info@qwikresume.com) | [LinkedIn Profile](#) | [Qwikresume.com](#)

Health Unit Coordinator with 6 years of work experience in a fast-paced environment handling confidential paperwork, watching EKG monitors and providing quality patient care. Ability to communicate orally and in writing effectively within a team. Advanced knowledge of medical terminology. To obtain a professional Medical Coordinator, multitasking, Data Entry position that will utilize my skills and promote great client relations in my specialized field of work.

## EXPERIENCE

### Health Unit Coordinator

#### ABC Corporation - APRIL 2012 - OCTOBER 2015

- Scheduled appointments, prepared and maintained patients charts and records, medical orders, and admission, and discharge forms.
- Greeted visitors, ascertained the purpose of visit, and directed them to appropriate staff.
- Received and routed messages or documents, such as laboratory results, to appropriate staff.
- Scheduled patient surgeries and doctor appointments and consulted other doctors about patient health.
- Adhered to all medical policies and procedures pertaining to patient confidentiality.
- Maintained heavy phones calls faxed and transferred patients information to forwarding physicians monitoring of visitors and phone calls.
- Responsible for transcribing doctors orders using medical terminology and abbreviations.

### Health Unit Coordinator

#### ABC Corporation - MARCH 2009 - APRIL 2012

- Responsible for the registration of patient demographics and insurance information call code team, page dr with critical lab values.
- Answered multiline phone system and ensured accuracy of information conveyed.
- Trained new employees to ensure that comprehend policies and procedures for a harmonic workflow.
- Managed inventory to secure appropriate supply levels for the business unit.
- Managed front desk duties which include answering telephonic system, face-to-face customer contacts, and inquiries.
- Contributed to increase communication in customers awareness and satisfaction.
- 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

- BS in Political Science - 1997(California State Dominguez Hills - Carson, CA)N/A in Philosophy / Political Science - 1992(Santa Monica College - Santa Monica, CA)Associate in Applied Science in Business Administration - (Robert Morris College - Aurora, IL)

## SKILLS

Microsoft Word, Microsoft Excel, Powerpoint, Point Click Care, Answers, Service Minder, Epic, Mckesson, Intranet, Scheduling