

# Robert Smith

## Health Unit Coordinator

### **CONTACT DETAILS**

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### **PERSONAL STATEMENT**

Highly motivated Health Unit Coordinator, who is optimistic, goal-oriented, and customer-focused with a strong ethical work history demonstrated over 19 years. Excellent track record includes promoting superior customer service, communication, organizations, time-management, and interpersonal skills. Additional demonstrated strengths and expertise in record management, scheduling, and inventory management, and management. Seeking an opportunity to join a growing organization that has a need for a bilingual person, who can assist in the clerical and administrative functions of medical practice.

### **SKILLS**

Patient Scheduling,  
Quick Learner, Hard  
Worker, Team Player,  
Phone Etiquette,  
Professionalism, CPR  
Certified, BLS, Physician  
Collaboration And  
Ordering, Electronic  
Medical Records

### **WORK EXPERIENCE**

#### ***Health Unit Coordinator***

**ABC Corporation - July 2002 - Present**

##### *Responsibilities:*

- Working with minimal supervision in a highly stressful environment responding to 36+ patient calls and medical orders per shift in a timely efficient manner.
- Organizing, ordering and charting diagnostic testing via electronic health record system (epic) bill patient accounts for dialysis procedures sign off all doctors orders and alerting staff of all emergency and stat orders given.
- Maintaining high clinical standards and high levels of quality care delivery.
- Calling pharmacy for medications required for treatment enter charges ordering lab testing and drawing required tubes for testing.
- Continuously monitoring electronic patient medical records adding physician orders, testing results and patient legal documents as needed.
- Assembling and maintaining patient medical records from admission to discharge.
- Answering the telephone and intercom system promptly, relaying information to the appropriate personnel.

### **LANGUAGES**

English (Native)  
French (Professional)  
Spanish (Professional)

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

#### ***Health Unit Coordinator***

**ABC Corporation - January 2000 - July 2002**

##### *Responsibilities:*

- Routinely conducted multiple tasks while effectively working under the pressure of deadlines.
- Admitted new patients, maintained patient records, broke down charts upon discharge for record keeping and coordinate billing.
- Maintained hugs security system for the babies and informs security of any suspected codes.
- Updated CCHD test results by providing demographic information for the test.
- Maintained records of all deliveries in the nursery log and delivery log books.

### **REFERENCES**

Reference - 1 (Company  
Name)  
Reference - 2 (Company  
Name)

- Answered the telephones and call bell system, while providing excellent customer service.
- 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 Nursing - 2014(Emergency Educational Institute - Coral Springs, FL)Certification in EMT - 2010(Broward College - Davie, FL)Certification in Health Unit Coordinator - 2001(Sheridan Technical College - Hollywood, FL)