

Lead Health Unit Coordinator

ROBERT SMITH

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Objective

Lead Health Unit Coordinator with 14-year experience in the healthcare field. Extensive knowledge of EPIC and patient confidentiality among other services. Interested in expanding my expertise in the healthcare field while learning and growing within the business. To obtain a position within a reputable company that will allow me an opportunity to enhance my skills and experience, while providing excellent customer service.

Skills

Computer Microsoft Word, Excel, PowerPoint, Access, Microsoft Outlook, Word Perfect, Commssoft, Clarify, Visio, ViryaNet, Info Directions, Peoplesoft, Lotus Notes, Medipac, Bedboard, E-Record, And Teletracking

Work Experience

Lead Health Unit Coordinator

ABC Corporation - July 2011 – Present

- Maintaining accurate unit communication including, but not limited to, answering telephones, facilitating timely faxing, and distributing patient /unit mail.
- Utilizing hospital information systems, including but not limited to E-record, Medipac, Bedboard, and Teletracking.
- Entering and communicating physician orders timely and accurately, as necessary.
- Coordinating other unit activities including, but not limited to scheduling patient transports, completing errands, maintaining appropriate logs.
- Strictly adhering to all policies and practices relative to patient care and hospital related information, HIPAA and "blocked" policies.
- Complying with safety policies and procedures including standard precautions.
- Maintaining office equipment including, but not limited to, computers, telephones, refrigerator temperatures, printers, and fax machines.

Health Unit Coordinator

ABC Corporation - June 2003 – July 2009

- Provide clerical support and receptionist duties to enhance the unit flow and delivery of patient care.
- Assist in transporting medications and blood products to and from the unit.
- Experienced in managing national, multi-site, electronic medical records delivery systems.
- Responded to patient call lights in a manner that expedites appropriate follow through.
- Conducted an in-person greeting, welcome, and orientation to the unit for newly admitted and transferred patients.
- Coordinated patient care activities, procedures, and transportation with appropriate personnel.
- 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

Bachelors of Science - January 2010(Citizens School Of Nursing)General Studies - 2012(Butler County Community College - Butler, PA)Nursing - 2009(Butler Community College)