

# ROBERT SMITH

## Senior Health Unit Coordinator

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Senior Health Unit Coordinator currently working at an assisted living facility. Some of the current responsibilities include move-in and change of condition assessments, treatments, medication administration, order processing, staff education, and training among others. Comfortable working in a fast-paced environment, building and working with cutting edge technologies and interpersonal skills of excellent problem solving and Leadership. Looking for a position in a medical administrative role where I can utilize my customer service and interpersonal skills to provide the highest level of care.

### **2013 - PRESENT**

#### **SENIOR HEALTH UNIT COORDINATOR - ABC CORPORATION**

- Monitoring patient vitals and assisting nurse as needed during the patients treatment.
- Entering charges for patients supplies as they applied to materials being used in patient care.
- Providing information and customer service to the patients visitors and family members.
- Greeting and receiving all visitors and staff in a professional manner alert charge nurse to all triage or laboring patients entering the unit.
- Recording of strong operational, project management, team-building, and leadership skills.
- Providing a high level of customer service to patients, families, visitors, and employees.
- Maintaining inventory of patient chargeable and non-chargeable supplies for the unit.

### **2011 - 2013**

#### **HEALTH UNIT COORDINATOR - ABC CORPORATION**

- Accurately routed call and message to the appropriate individuals or departments.
- Performed receptionist/secretary activities for assigned area utilize professional telephone etiquette at all times.
- Participated in the "building team" for the current patient electronic medical record system.
- Displayed proper etiquette and mannerisms that reflect facility appropriate behaviors.
- Participated in departmental/hospital-wide informational meetings, including staff meetings, hospital-wide forums, and seminars.
- Communicated with appropriate personnel regarding hand-off of care patients

being transported off the unit for procedures.

- 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**

B. A. in Liberal Studies Management - 2010 (North Carolina Agricultural And Technical State University - Greensboro, NC)A. S. in Medical - (Durham Tech Community College - Durham, NC)Medical - (Brainerd Technical College)

## **SKILLS**

Strong Communication , Flexible, Multitasking, Detail Oriented, Screen Telephone Calls, Protect Patients Privacy, Order Supplies, Medical Terminology, Schedule Appointments