

ROBERT SMITH

Health Unit Coordinator II

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

SUMMARY

Dynamic Health Unit Coordinator - Lead with a career history in providing exceptional customer service and comprehensive patient care. Combines expertise in direct patient care, conflict resolution, communication with patients and staff. 13+ years of experience flawless preparation of presentations, preparing facility reports and maintaining the utmost confidentiality. Adept at interdepartmental coordination and communication Possess comprehensive knowledge of Microsoft Word, Excel, and Outlook.

CORE COMPETENCIES

Maintenance Of Patient Records, Transcription Of Physician's Orders, Emergency Patient Care, Acquisition And Distribution Of Patient Care Supplies

PROFESSIONAL EXPERIENCE

Health Unit Coordinator II ABC Corporation - 2008 – 2016

Key Deliverables:

- Responsible for coordinating consults, acquiring and maintaining patient records both electronic and paper as appropriate.
- Served as a resource for implementing computerized physician order entry.
- Assisted in multiple areas of the department during periods of peak patient care demands.
- Recognized for extensive knowledge of emergency protocols and the ability to manage patient and family expectations.
- Qualified to sit with psychiatric patients without supervision during critical periods, ensuring patient safety.
- Performed EKGs when patient care requirements demand exceeds available staffing trainer for new staff to include health unit coordinators, emergency technicians, and registered nurses.
- Developed an updated guide for new health unit coordinators improving the efficiency of new staff.

Health Unit Coordinator ABC Corporation - 2003 – 2008

Key Deliverables:

- Performed a variety of clerical duties associated with patient care unit operations according to applicable standards, guidelines, and regulations.
- Responsible for providing secretarial support for all employees within an assigned nursing unit.
- Maintained and updated patients records for a given unit.

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- Relied on instructions and pre-established guidelines to perform the functions of the job.
- Communicated with patients, physicians, families, and co-workers in person and on the telephone.
- Worked with equipment and manipulated equipment settings, computer keyboard, etc.
- 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 - 2003 (Roane State Community College - Knoxville, TN)-
(Damascus High School - Damascus, MD)Certification in Medical Front Office
Specialists - January 1992(Adult Learning Center - Largo, FL)

