

Robert Smith

Junior Health Unit Coordinator

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
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PERSONAL STATEMENT

Junior Health Unit Coordinator with outstanding telephone, scheduling, and documentation skills. Highly competent medical billing professional with the ability to manage a busy medical office and provide excellent customer service to all patients. Highly organized and meticulous with experience in medical office settings. Detail-oriented and driven with expertise in problem-solving and managing daily office functions with a strength in managing multiple projects simultaneously and fostering a cohesive work environment. Bilingual, BLS certified.

SKILLS

HIPAA Training, Typing
Speed 50 Words Per
Minute, Knowledge Of
Medical Terms, Customer
Service, Microsoft Office,
Word Processing

WORK EXPERIENCE

Junior Health Unit Coordinator

ABC Corporation - March 2015 - Present

Responsibilities:

- Responsible for the coordination of patient records, patient information supplies, equipment, and communication.
- Answering the telephone and intercom promptly, relaying information to the appropriate personnel.
- Providing information and customer service to patients, family members, and visitors.
- Assembling and maintaining patient medical records from admission to discharge, following prescribed procedures.
- Continuously monitoring electronic patient medical records, communicating physician orders, and test results and scanning patient information into the computer system as needed.
- Coordinating between the doctors, nurses, and techs to order tests and procedures for emergency room patients.
- Facilitating communication of doctors orders to labs, imaging, and therapy departments.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

Health Unit Coordinator

ABC Corporation - July 2014 - September 2014

Responsibilities:

- Collaborated with team members to coordinate department activities and the flow of information between teams and other departments.
- Prepared medical record on admission, maintain all active medical records in the designated order.
- Maintained security of all patient medical records and security of the nurse's station and acute and ER area.
- Established and maintained daily communication with the team and other departments.
- Assisted in preparation of the appropriate forms for lab and radiology tests.
- Accurately transcribed physician and nursing orders to the appropriate forms for the patient care plan, flagged orders for licensed staff review and signature.
- This is Dummy Description data, Replace with job description relevant

REFERENCES

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

to your current role. In case if you dont need it you can delete it.

Education

Diploma in Psychology - 2013(Grand Canyon University - Phoenix, AZ)
General - August 2009(Estrella Mountain Community College)