

# LIAM ANDERSON

## Health Unit Coordinator

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### PROFESSIONAL SUMMARY

Resourceful Health Unit Coordinator with 5 years of experience in optimizing patient care and enhancing operational efficiency in healthcare settings. Proficient in managing medical records, facilitating communication between patients and staff, and ensuring compliance with healthcare regulations. Passionate about delivering high-quality support to improve patient experiences and streamline administrative processes.

### WORK EXPERIENCE

**Jr. Health Unit Coordinator** Jan / 2021-Ongoing  
Seaside Innovations Santa Monica, CA

- 1. Processed patient admissions, scheduled outpatient procedures, and managed telemetry monitoring while ensuring effective communication across all departments.
- 2. Delivered non-direct patient care in various nursing units, supporting staff in maintaining high quality of care.
- 3. Served as a liaison between patients and medical staff, ensuring timely dissemination of essential information.
- 4. Coordinated bed placements and readiness to facilitate smooth patient transitions within the hospital.
- 5. Prioritized patient workloads for nursing staff and physicians to optimize care delivery.
- 6. Verified patient insurance information proactively to resolve any discrepancies before service delivery.
- 7. Documented and scheduled follow-up appointments upon patient discharge, ensuring continuity of care.

**Health Unit Coordinator** Jan / 2020-Jan / 2021  
Crescent Moon Design Portland, OR

- 1. Welcomed visitors, determined their needs, and directed them to the appropriate healthcare staff.
- 2. Compiled and maintained accurate medical charts and reports using electronic health record systems.
- 3. Assisted clinical staff by performing secretarial tasks and managing unit operations efficiently.
- 4. Ensured patient records were current, organized, and easily accessible for medical staff.
- 5. Supported diagnostic procedures by preparing and operating necessary medical equipment.

### EDUCATION

**Associate of Applied Science in Health Unit Coordination** Jan / 2019 - Jan / 2020  
Community College of Health Sciences Toronto, ON

Focused on health unit coordination, patient care management, and healthcare administration.

### SKILLS



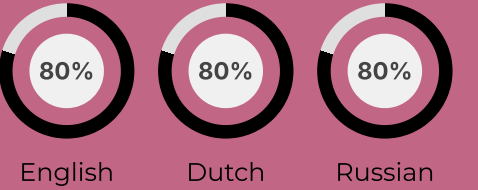
### INTERESTS

- Home Brewing
- Wildlife Conservation
- Running
- Public Speaking

### STRENGTHS



### LANGUAGES



### ACHIEVEMENTS

- Successfully reduced patient admission processing time by 15% through improved scheduling practices.
- Enhanced patient satisfaction scores by 25% by implementing effective communication strategies.