

ROBERT SMITH

Nurse Coordinator III

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

SUMMARY

Over 13 years Case Management experience in the workers compensation field. Collaborate with physicians, employers, vendors, insurance carriers, injured workers and therapist to strategize on the most cost effective appropriate medical plan to return the injured worker back to his Full duty capacity.

CORE COMPETENCIES

Nurse Supervisor, Nurse Tech.

PROFESSIONAL EXPERIENCE

Nurse Coordinator III

ABC Corporation - 1998 – 2000

Key Deliverables:

- Created and developed the department of Centralized Scheduling.
- Triage patients, scheduled all new patient appointments.
- Prepared records and patient information for the physicians as this was the initial appointment.
- Developed policies and procedures for this new department which outlined how the department would run and its goals.
- Coordinated with 17 physicians to ensure that patients came with the proper information to their appointment so that the physician could provide the optimal recommendations without delay due to missed records or diagnostics.
- Spearheaded and led the committee to develop and implement an information packet for all new patients increasing patient and physician satisfaction.
- Identified as the go-to person to resolve patient and physician issues regarding new patients.

Nurse Coordinator

ABC Corporation - 1996 – 1998

Key Deliverables:

- Ensured HIPAA compliance.
- Perform grading per Medicare requirements of physician assessments.
- Accurately and efficiently conduct medical record review/abstraction services.
- Scan relevant components of the medical record to support reviews performed.
- Electronically download review assignments to the laptop and data collection tool; daily upload completed assignments and scanned medical records.
- Communicate effectively and professionally with care provider offices, clinics, hospitals, other clinical facilities and Inovalon staff.
- Travel to medical facilities in specified area of region from home to complete review services as assigned by Inovalon..

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EDUCATION

- Bachelor of Science in Nursing - (Valparaiso University - Valparaiso, IN)