



ISABELLA CLARK

Patient Access Coordinator - Emergency Department

✉ support@qwikresume.com ☎ (123) 456 7899 📍 Los Angeles 🌐 www.qwikresume.com

PROFESSIONAL SUMMARY

As a Patient Access Coordinator with two years of experience, I excel in optimizing patient registration processes and enhancing service delivery in high-pressure environments. Skilled in verifying insurance, scheduling appointments, and facilitating patient-provider communication, I am dedicated to ensuring a seamless patient experience in the Emergency Department.

WORK EXPERIENCE

Patient Access Coordinator - Emergency Department

Quantum Solutions LLC

📅 Mar / 2024 - Ongoing
📍 Phoenix, AZ

1. Coordinates operational activities related to timely verification of eligibility and benefits for emergency services.
2. Tracks and manages departmental work queues to ensure prompt resolution of patient accounts.
3. Reads and interprets Explanation of Benefits for managed care and fee-for-service plans.
4. Monitors Patient Access Associates' worklists for cases needing pre-authorization and collaborates with payors.
5. Obtains required pre-authorizations and accurately documents all reference numbers.
6. Provides ongoing updates and training to staff on payor-related requirements.
7. Maintains knowledge of systems impacting admissions, verifications, and patient access functions.

Patient Access Coordinator

Silver Lake Enterprises

📅 Mar / 2023-Mar / 2024
📍 Seattle, WA

1. Facilitated one-on-one interactions with patients to provide personalized support.
2. Checked in patients for various diagnostic services, including lab tests and imaging.
3. Managed patient volume of over 200 individuals daily in a fast-paced environment.
4. Registered and updated patient accounts efficiently to ensure accuracy.

EDUCATION

Associate of Applied Science in Health Sciences

City College

📅 Mar / 2022 - Mar / 2023
📍 Phoenix, AZ

Focused on patient care and administrative processes in healthcare settings.

SKILLS

Patient Advocacy



Patient Registration Management



Electronic Health Records



Patient Care Coordination



Data Entry And Management



INTERESTS

- 🎨 Art
- 🧘 Volunteering
- 🌲 Hiking
- 🧘 Yoga

STRENGTHS

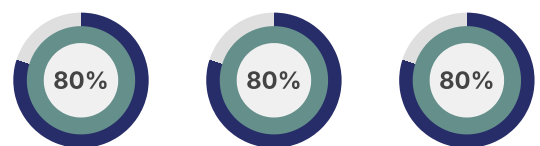
🔍 Criticality

☰ Detail-oriented

🤝 Diplomacy

😊 Enthusiasm

LANGUAGES



English

Dutch

French

ACHIEVEMENTS

- ★ Improved patient check-in efficiency by 30% through streamlined registration processes.
- ★ Achieved a patient satisfaction score of 95% by enhancing communication and support.