

# ROBERT SMITH

## Patient Care Coordinator - (RN)

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

### SUMMARY

15 years of wide experience as a Patient Care Coordinator. Seeking to use my years of customer experience and work in fast-paced environments to bring positive influential results.

### CORE COMPETENCIES

Typing speed 75 wpm, Recording Secretary, Front Office Assistant, Customer Service Representative, Sales Coordinator, Telemarketer. Proficient in Microsoft Windows XP/Internet, Microsoft Word, Microsoft Excel, and Outlook Express.

### PROFESSIONAL EXPERIENCE

#### Patient Care Coordinator - (RN)

**ABC Corporation - February 2009 – March 2015**

##### Key Deliverables:

- Schedules patient appointments, nursing homes, adult daycare facility educational in-services, hearing tests, dispense appointments and follow up visits.
- Verify patients Medicaid and 3rd party insurance eligibility and benefits coverage.
- Bill Medicaid and 3rd party insurance companies for hearing aids, accessories and dispensing fees.
- Preparation of purchase orders and invoices for ear molds, hearing aids, and accessories.
- Prepares monthly, quarterly and year-end inventory reports for the corporate office.
- Provides secretarial support to the dispenser, to include making marketing phone calls and special follow up mailings pertaining to workshops and community seminars.
- Process and post incoming cash receivables, personal checks, credit card, and care credit transactions.

#### Clerk Typist

**ABC Corporation - July 2000 – January 2009**

##### Key Deliverables:

- Responsible for providing information and instructions to contractors and the general public on all aspects of filing applications for building permits.
- Created permit applications, tracked plan review and issued building permits utilizing the Mitchell Humphrey software program.
- Scheduled and tracked results of inspections, including all, follow up approvals and documentation required for the issuance of certificates of occupancy.
- Prepared all types of violation notices and special reports at the direction of the construction official.
- Extensive knowledge of workers compensation as well as private insurances.
- Provided secretarial support to the office staff, utilizing Microsoft Word.
- Responsible for responding to all open public record requests (opera) and all follow-up items.

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### EDUCATION

- Medical Administrative Office Assistant - (Atlantic Cape Community College)Real Estate - (Tilton Professional School Of Business - Northfield, NJ) - (Lenoir Community College - Kinston, NC)