

ROBERT SMITH

Patient Care Coordinator

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

SUMMARY

Patient Care Coordinator with 18+ years of billing and coding, patient charting, insurance claims and appointment scheduling in a busy medical office setting. Patient Care Coordinator who continually maintains a positive attitude while interacting with demanding clients. Serves as the primary point of contact for both in-house and external phone and website queries.

CORE COMPETENCIES

60 WPM Typing, Appointment Setting, Professional Phone Etiquette, Compensation, and Benefits, Excellent Communication, Accounting, Familiarity, Database Management Invoice Processing, Articulate.

PROFESSIONAL EXPERIENCE

Patient Care Coordinator

ABC Corporation - November 2006 – Present

Key Deliverables:

- Making appointments for labs, medical clearance, etc for elective surgery.
- Coordinating all appointments for patients and contact patients via telephone and by mail.
- Managing authorizations for office injection supplies, vendors, organization and upkeep.
- Screening applicant resumes and coordinated both phone and in-person interviews.
- Answering and managing incoming and outgoing calls while recording accurate messages.
- Completing data entry, tracking and maintained the patients tracking system.
- Obtaining signatures for financial documents and internal and external invoices.

Surgery Coordinator

ABC Corporation - September 2001 – November 2006

Key Deliverables:

- Managed and coordinated surgical equipment vendors, an organization for surgery.
- Obtained signatures for financial documents and internal and external invoices.
- Coordinated, scheduled and arranged meeting and travel calendars, including business and social events.
- Prepared a daily and monthly staff call schedule for distribution.
- Processed and reconciled patient charges.

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- Interacted with many departments ensuring a proper level of equipment and supplies were available for surgery. Also, communicated daily with the OR desk regarding scheduled surgery times.
- Trained personnel as a backup for scheduling surgeries.

EDUCATION

Diploma - (Kee Business College - Portsmouth, VA)High School Diploma in Business - (Forest Glen High School - Suffolk, VA)

