



## SKILLS



## INTERESTS

- Surfing
- Martial Arts
- Community Service
- Blogging

## STRENGTHS



## LANGUAGES



## ACHIEVEMENTS

- Improved patient transport efficiency by 20% through optimized scheduling and resource allocation.
- Reduced patient wait times by 15% by implementing new communication protocols with healthcare providers.

# EVELYN WHITE

## Patient Flow Coordinator

support@qwikresume.com (123) 456 7899 Los Angeles

www.qwikresume.com

## PROFESSIONAL SUMMARY

Proficient Patient Flow Coordinator with two years of experience in enhancing patient logistics and care processes. Skilled in optimizing workflow efficiency and ensuring patient satisfaction through effective communication and collaboration with healthcare teams. Committed to implementing innovative solutions that improve patient transitions and foster a safe, supportive environment.

## WORK EXPERIENCE

Patient Flow Coordinator Mar / 2024-Ongoing  
Seaside Innovations Santa Monica, CA

- Ensured timely patient transport for critical appointments and procedures, serving approximately 400 patients daily.
- Fostered a culture of service excellence and continuous improvement, enhancing team performance.
- Utilized dispatching strategies to effectively manage a team of 30 transporters.
- Handled 150+ daily calls, addressing patient inquiries and resolving complaints efficiently.
- Maintained strict adherence to HIPAA regulations, ensuring patient confidentiality in all documentation.
- Collaborated with nursing and support staff to optimize patient service quality and operational productivity.
- Acted as a liaison between the transportation department and hospital administration, facilitating effective communication and feedback.

Patient Flow Coordinator Mar / 2023-Mar / 2024  
Crescent Moon Design Portland, OR

- Coordinated daily patient transportation activities, ensuring efficient scheduling and monitoring.
- Applied knowledge of infection control practices and proper transport protocols to maintain patient safety.
- Updated patient records and managed office flow between medical providers and support teams.
- Transcribed patient charts accurately, preparing them for billing and follow-up.
- Ensured effective interdepartmental communication to facilitate seamless patient admissions and transfers.
- Worked closely with unit managers to resolve issues related to patient flow and logistics.

## EDUCATION

Associate of Applied Science in Health Sciences Mar / 2022 - Mar / 2023  
Springfield College Denver, CO

Focused on patient care coordination and healthcare management principles.