



AMELIA MOORE

Sr. Patient Information Coordinator

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PROFESSIONAL SUMMARY

With a decade of extensive experience in patient information coordination, I excel in optimizing patient engagement and ensuring effective communication between healthcare teams. My expertise encompasses appointment management, record keeping, and enhancing patient satisfaction through streamlined processes. I am eager to contribute my comprehensive skills to elevate patient care in a dynamic healthcare environment.

WORK EXPERIENCE

Sr. Patient Information Coordinator

Pineapple Enterprises

📅 Jun / 2019-Ongoing

📍 Santa Monica, CA

1. Oversee patient scheduling, ensuring optimal appointment flow and communication with healthcare providers.
2. Maintain accurate billing records and respond to audits, ensuring compliance and accuracy.
3. Reconcile daily rounding lists and address billing inquiries with appropriate representatives.
4. Generate necessary documentation for patient consent and treatment authorization.
5. Answer incoming calls, providing clear and comprehensive information to callers.
6. Ensure timely updates to patient records, enhancing data integrity and accessibility.
7. Collaborate with multidisciplinary teams to streamline patient care processes.

Patient Information Coordinator

Crescent Moon Design

📅 Jun / 2015-Jun / 2019

📍 Portland, OR

1. Provide administrative support to physicians, enhancing operational efficiency.
2. Generate and distribute daily census reports to track patient flow.
3. Update and maintain physician rounding lists to ensure accurate patient tracking.
4. Manage a comprehensive patient database, ensuring data accuracy and security.
5. Verify insurance coverage and handle billing inquiries effectively.

EDUCATION

Bachelor of Science in Healthcare Administration

University of Health Sciences

📅 Jun / 2012 - Jun / 2015

📍 Seattle, WA

Focused on healthcare management principles, patient care processes, and operational efficiency.

SKILLS

Patient Scheduling



Data Management



Quality Assurance



Patient Care Coordination



Healthcare Compliance



INTERESTS

🔧 Woodworking

🔭 Star Gazing

★ Theatre

🏗 Architecture

STRENGTHS

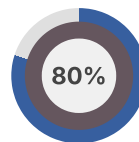
😊 Politeness

🚩 Determination

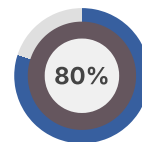
🚀 Ambition

✅ Dedication

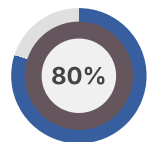
LANGUAGES



English



Polish



Japanese

ACHIEVEMENTS

★ Improved patient scheduling efficiency by 30%, enhancing access to care.

★ Achieved a 95% patient satisfaction score through effective communication.

★ Streamlined billing processes, reducing discrepancies by 25%.