

ROBERT SMITH

Patient Scheduling Coordinator

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

SUMMARY

Over 10 years with healthcare registration using EPIC and HCIS. Very eager to find fulltime work to express my devotion as well as my education and skills within healthcare management. Goal orientated and have much to offer as well as ism a reliable person with a interest in Human Resources.

CORE COMPETENCIES

MS Office, EPIC Medical Database, INFINITY Medical Database, NaviNet, Fluent In Spanish.

PROFESSIONAL EXPERIENCE

Patient Scheduling Coordinator

ABC Corporation - April 2001 – August 2020

Key Deliverables:

- Scheduled and maintained patient charts for the clinic.
- Built a relationship with direct physicians on the hand team to suit their needs.
- Scheduled patient appointments and answered multi-phone lines.
- Ordered necessary labs, Xrays, and retrieving medical records for physician review.
- Assisted physicians in daily clinical support.
- Scheduled patient appointments.
- Kept updated charts for physician review.

Patient Scheduling Coordinator

Delta Corporation - 1996 – 2001

Key Deliverables:

- Provides superior customer service to large outpatient setting while performing project support duties for supervisor.
- Serve on therapy scheduling taskforce.
- Schedule patients for Neurology, ENT, and Neurosurgery departments Patient resolution advocate Verify insurance eligibility and benefits Negotiate .
- Answering call line, making appointments, knowledge of insurances, guided patients through procedure questions, operated dental computer system in .
- Recorded and filed patient data and medical records Carefully reviewed medical records for accuracy and completion as required by insurance companies .
- Monitored shared email in-boxes and ensured inquiries were addressed.
- Scheduled radiology exams for patients consistently informed patients of their financial responsibilities prior to services being rendered .

EDUCATION

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- Masters Of Management