

# ROBERT SMITH

## Patient Scheduling Coordinator

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### SUMMARY

To obtain a Patient Scheduling Coordinator position in which my customer service, bookkeeping, personal, clerical, and general office skills will contribute to greater office efficiency and productivity.

### SKILLS

Customer Service, Communication Skills, Multi-Tasking, Detail Oriented.

### WORK EXPERIENCE

#### **Patient Scheduling Coordinator**

ABC Corporation - April 2013 – 2020

- Responsible for ensuring that all patients receive the necessary medication and supplies they need as outlined in physician orders.
- Scheduled clinical staff to visit patients.
- Worked closely with the pharmacy, nursing and warehouse to determine schedule needs and availability to ensure appropriate patient care.
- Ensured appropriate staffing is arranged for all patient care.
- Coordinated monitors and scheduled patient care across all clinical areas.
- Contacted patients and clinicians to schedule and confirm deliveries and visits.
- Responsible for interpreting physicians orders and scheduling according to orders.

#### **Patient Scheduling Coordinator**

Delta Corporation - 2010 – 2013

- Perform accounts receivable Possess excellent organizational, interpersonal and administrative skills Ability to communicated clearly and effectively .
- Assist with checking patients in and out, as well as confirming appointments.
- Coordinate patient information with referring doctors.
- Prepare patient charts for daily scheduled appointments and close out end of day paperwork.
- Extensive knowledge of IDX scheduling system in the following clinics, Froedtert West Pulmonary, Endocrine, Neurosurgery and Plastic Surgery.
- Froedtert East Endocrine Clinic Triage patient telephone calls Assist in daily operations of busy front desk Prepare and communicate accurate .
- Efficiently manage and track data to seek inaccuracies and prevent potential errors Make informed decisions in meeting the patients healthcare needs .

### SCHOLASTICS

- Diploma In Education