



MIA TAYLOR

Healthcare Practice Coordinator

✉ support@qwikresume.com

☎ (123) 456 7899

📍 Los Angeles

🌐 www.qwikresume.com

💡 SKILLS

Microsoft Office Proficiency



Web-based Applications Management



Epic Systems Management



Medhub Integration



Eras Workflow Optimization



Tiger System Utilization



🎯 INTERESTS

🔧 DIY Projects ✂️ Crafting

🧘 Meditation 🏛️ History

👊 STRENGTHS

🌿 Humility 💡 Innovation

👁️ Insightfulness ✅ Integrity

🗣️ LANGUAGES



English



Italian



Russian

🌟 ACHIEVEMENTS

- 🌟 Improved patient scheduling efficiency by 30%, significantly reducing wait times.
- 🌟 Successfully coordinated over 500 surgical procedures annually, ensuring seamless patient flow.

👤 PROFESSIONAL SUMMARY

Accomplished Healthcare Practice Coordinator with 7 years of experience in enhancing operational efficiency and patient care. Expertise in managing clinical workflows, optimizing appointment scheduling, and leading administrative teams. Passionate about driving patient satisfaction through streamlined processes and exceptional communication. Committed to fostering a collaborative healthcare environment.

💼 WORK EXPERIENCE

Healthcare Practice Coordinator

📅 Apr / 2021-Ongoing

Quantum Solutions LLC

📍 Phoenix, AZ

1. Coordinate surgical schedules for two orthopedic surgeons, managing pre-op and post-operative appointments.
2. Procure and manage Durable Medical Equipment for surgeries, ensuring compliance with safety standards.
3. Managed daily operations of the practice to ensure efficient workflow and patient satisfaction.
4. Obtain necessary authorizations for surgeries and associated medical appointments.
5. Handle administrative tasks, including preparing pre-operative documentation and processing physician reappointments.
6. Maintain physician calendars, coordinating with scheduling departments to optimize clinic availability.
7. Facilitate appointments for professional athletes and VIP clients, ensuring exceptional service.

Practice Coordinator

📅 Apr / 2018-Apr / 2021

Silver Lake Enterprises

📍 Seattle, WA

1. Scheduled patient appointments across multiple providers and outpatient services, improving patient flow.
2. Managed patient registrations and maintained accurate records for efficient access to information.
3. Executed inventory management by creating purchase orders and running inventory reports.
4. Processed payments and handled accounts receivable, ensuring accuracy in financial transactions.
5. Collaborated with team members to enhance patient service delivery in a fast-paced environment.
6. Assisted with daily financial reconciliations and reporting to ensure operational efficiency.

🎓 EDUCATION

Bachelor of Science in Healthcare Administration

📅 Apr / 2015 - Apr / 2018

University of California

📍 Toronto, ON

Focused on healthcare management, policy, and patient care systems.