Staffing Coordinator

ROBERT SMITH

Phone: (123) 456 78 99
Email: info@qwikresume.com
Website: www.qwikresume.com
LinkedIn: linkedin.com/qwikresume
Address: 1737 Marshville Road, Alabama.

Objective

Medical Records Specialist/Staffing Coordinator experienced in Office Management, Administrative Assisting and Medical Assisting. Medical Billing expertise with extensive insurance knowledge including ICD9 & CPT coding. Seeking a position where my ability to provide strong analytical and customer service skills, accompanied by medical experience and exceptional work ethic would be an asset to this dynamic and successful company.

Skills

Medical Billing, Medical Assisting, Office Management, Microsoft Office, Adobe, Publisher, Excel

Work Experience

Staffing Coordinator

ABC Corporation - January 2007 – Present

- Processed new customer service calls and service requests for injured workers into the nursing department.
- Obtained history, physicals or any other medical documents/orders from the hospital.
- Communicated with discharge planners, nurse case managers and adjusters to verify the injured workers needs.
- Obtained authorization from adjusters, nurse case managers, and utilization review to coordinate injured workers care and to ensure reimbursement for services provided by OCCM.
- Utilized company database to coordinate patients services with contracted and non-contracted vendors.
- Negotiated rates as required with non-contracted vendors at the standard margin.
- Documented progress of each case and updated all parties (adjuster and injured worker).

Medical Staffing Coordinator

ABC Corporation - September 1992 – September 2006

- Analyzed referral and medical documents for mainstream or complex care criteria per nursing department policies.
- Reviewed staffing and case coordinator resources and formulated an action plan to handle the daily workload.
- Answered telephone, took inquiries or messages using good telephone technique.
- Received referrals and inquiries on the programs of the company.
- Interviewed, screens and tests all applicants.
- Scheduled and coordinated day to day activities of caregivers.
- Assisted with recruiting, associate hiring, orientations, in-services, disciplinary actions, etc.

Education

BS - June 2004(Tri-Service Optician School Yorktown - Yorktown, VA)Field Medical Service Tech - March 1995(Field Medical Service School Camp Pendleton - Camp Pendleton, CA)

© This **Free Resume Template** is the copyright of Qwikresume.com. **Usage Guidelines**