

---

## Accreditation Coordinator Resume

---

### Job Objective

To obtain an Accreditation Coordinator position that fully utilizes my experience and abilities.

---

### Work Experience:

Accreditation Coordinator, August 2005 – Present  
Mercy Memorial Hospital System, Mount Kisco, NY

- Monitored trends, and prepared all ABHES accreditation reports.
- Updated and outlined ABHES programmatic accreditation standards and outlines into documents and procedures.
- Provided guidance to the Deans of Faculty on requirements regarding faculty qualifications and course resources.
- Prepared and assisted the Network Dean and Compliance Department with self-studies for accreditation for all campuses.
- Coordinated all client audits utilization review process.

Accreditation Coordinator, May 2000 – July 2005  
Ucla Health System, Mount Kisco, NY

- Prepared and maintained documents related to Utilization Review (UR) State Licensures.
  - Tracked trend and reported audit results.
  - Completed monthly and quarterly reports for clients.
  - Handled external requests for records and case files.
- 

### Summary of Qualifications:

- In-depth knowledge of documentation requirements in an acute care organization
  - Deep knowledge of accreditation standards, health care regulations and policy formulation
  - Sound knowledge of accreditation and regulatory policies and standards (URAC, NCQA, TDI)
  - Sound problem resolution, judgment, and decision making skills
  - Flexibility to coordinate and prioritize multiple projects and meet deadlines
  - Remarkable ability to handle confidential information
  - Excellent verbal and written communication skills
  - Excellent organizational and interpersonal skills
- 

### Education:

BS Degree in Health Care, Philander Smith College, Arkansas, AR

---

[Build your Resume Now](#)