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## Behavioral Health Care Coordinator Resume

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### Job Objective

Hard-working and dedicated Behavioral Health Care Coordinator seeking full-time position with reputable company.

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### Highlights of Qualifications:

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- Extensive experience of behavioral health case management and care coordination activities
  - In-depth knowledge of psychopharmacology, health assessments, and evidence-based care procedures
  - Remarkable knowledge of health insurance and benefit plans, and community resources, and legal aid
  - Familiarity with Electronic Medical Records and Microsoft Office Suite
  - Ability to identify, evaluate, and manage individuals with behavioral health problems
  - Ability to produce and deliver psycho-education curricula and classes, effectively
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### Professional Experience:

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Behavioral Health Care Coordinator  
Presbyterian Healthcare Services – Albuquerque, NM  
August 2012 – Present

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### Responsibilities:

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- Managed cases of high-risk clients and coordinated behavioral health services for them.
- Assessed and documented behavioral health of individuals, accurately and properly.
- Determined and made referrals to appropriate community resources for each client.
- Implemented effective case finding mechanisms and utilized population-specific assessment tools.
- Received and responded to incoming client calls, in a prompt and professional manner.
- Recorded and updated all demographic data and medical codes, in computerized system.

Behavioral Health Care Coordinator  
IASIS Healthcare, Mountain View, CA  
May 2009 – July 2012

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### Responsibilities:

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- Determined and addressed health care needs of all assigned high-risk individuals.
  - Educated and advised clients on various mental health issues and health benefit plans.
  - Coordinated and made referrals to health care and social support services for clients.
  - Developed and coordinated client-specific treatment and discharge plans.
  - Handled and resolved health insurance issues of all assigned clients.
  - Reviewed and managed behavioral health cases and medical records, in a timely manner.
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### Education:

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Master's Degree in Behavioral Sciences  
San Diego City College, San Diego, CA

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