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## Care Manager Resume

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### Job Objective

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Seeking Care Manager Position with the perfect company that gives me the opportunity to learn and gain more experience in this field.

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### Highlights of Qualifications:

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- Certification in CCM
  - Outstanding knowledge of all social work activities
  - Sound knowledge of Microsoft Office Applications suite
  - Ability to maintain confidentiality of all information
  - Ability to manage communication with all patients and physicians
  - Ability to ensure optimal utilization of all cases in home health
  - Ability to manage multiple projects and supervise same
  - Amazing communication skills in both oral and written forms
  - Proficient in all nursing activities
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### Professional Experience:

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Care Manager  
APS Healthcare, Phoenix, AZ  
October 2008 – Present

- Ensured optimal levels of care to facilitate speedy recovery.
- Performed regular follow up on patient after discharge.
- Determined appropriate plan according to patient requirement.
- Provided assistance to design with help of educational materials.
- Prepared documents for all care coordination forms.
- Reviewed discharge plan for individual patients at time of admission.
- Participated in all Local Physician Organization committee meetings on regular basis.
- Managed calls from providers and members and provided required information to same.

Patient Care Specialist  
Holy Cross Hospital, Phoenix, AZ  
August 2003 – September 2008

- Maintained and provided regular update to all procedure referral log.
- Prepared all pre certifications and provided authorizations.
- Coordinated with patients to schedule appropriate tests.
- Maintained inventory of all equipments and supplies for patients.
- Maintained referral database and participated in various outpatient services team.

Patient Care Associate  
Bristol Hospital, Phoenix, AZ  
May 1998 – July 2003

- Managed and implemented all patient care plans.
  - Managed all activities for daily living and ensured optimal level of services to patients.
  - Administer all test procedures and maintained records of all documents and test results.
  - Maintained inventory of supply charts and procedures.
  - Provided regular transport facilities for various departments such as transporting body from post mortem to morgue.
  - Participated in various education programs and surveys for all care activities.
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### Education:

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Bachelor's Degree in Health Care Management  
Pacific Oaks College, Pasadena, CA

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