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# CASE MANAGER ASSISTANT RESUME

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## Objective:

To obtain the position as Case Manager Assistant to ensure the smooth and conflicts free functioning of all operations of the organization.

## Summary of Skills:

- Deep knowledge of privacy laws and regulations
- Profound knowledge of basic medical terminology and clinic systems
- Ability to maintain and update clinical schedules
- Ability to establish and maintain cooperative working relationships with others
- Ability to operate office equipment such as copiers and fax machines

## Work Experience:

Case Manager Assistant  
Community Health Network, Boxboro, MA  
August 2005 to till date

- Faxed information and clinical reviews to third party payers.
- Located appropriate facilities for placement of patients.
- Facilitated the transfer to alternate care facilities.
- Arranged transport facilitating referrals for home care services.

Case Manager Assistant  
Alaska Native Tribal Health Consortium, Boxboro, MA  
May 2000 to July 2005

- Scheduled and insured that the patients had insurance for eligibility.
- Updated any changes that affected insurance and third party billing.
- Maintained a variety of files, logs and registers for the service center.
- Assisted nursing staff with admissions, lab order entry and radiology order entry.

## Education:

Associate's degree in a Mental Health  
University of Iowa, Iowa City, IA

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