
Clinic Manager Resume

Job Objective

Seeking a career as Clinic Manager in which I can use my skills and experience to grow with company and become a valued member of the team.

Highlights of Qualifications:

- Certification in BLS CP
 - Outstanding experience in managing various clinic activities and scheduling appointments
 - Immense knowledge of current nursing protocols
 - Exceptional knowledge of clinical procedures
 - Ability to maintain efficient relationships with patients and staff
 - Ability to manage all emergency situations
 - Good decision making skills
 - Amazing skills to resolve all issues
 - Solid understanding of Microsoft Office applications
-

Professional Experience:

Clinic Manager

Miami Children's Hospital, Moundridge, KS

October 2008 – Present

- Supervised all clinical operations and schedule staff in clinics.
- Evaluated and determined appropriate clinical policies and procedures.
- Administered working of PRN employees of more than 20 members.
- Ensured optimal patient results and provided support to all clinic staff.
- Provided efficient and therapeutic care to clinical staff and facilitated healing.
- Analyzed clinic patients and provided efficient patient education.
- Managed care delivery according to required standards and guidelines.
- Maintained patient information and recommended continuous improvement in care.

Clinic Supervisor

UNC Hospitals, Moundridge, KS

August 2003 – September 2008

- Organized front office operations according to clinic policies.
- Developed and implemented all departmental policies within required budget.
- Evaluated working of departmental staff and provided training if required.
- Participated in nursing care and maintained patient health at all times.
- Monitored and tracked medication of patients and maintained equipments.
- Coordinated with management and ensure compliance to TQM principles.

Clinic Specialist

Kennewick General Hospital, Moundridge, KS

May 1998 – July 2003

- Monitored all phone calls and scheduled appointments.
 - Prepared charts for patient charts and provided required support.
 - Assisted to prepare all bills and maintained accuracy in process.
 - Evaluated any charge discrepancies and managed and complete all requests.
 - Developed everyday production reports and maintained record.
-

Education:

Bachelor's Degree in Nursing

Coe College, Cedar Rapids, IA

[Build your Resume Now](#)