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## Intake Coordinator Resume

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### Job Objective

To obtain an Intake Coordinator position and to contribute to the success and reputation of the company.

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### Work Experience:

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Intake Coordinator, May 2004 – Present  
Rexona, Huntingdon, PA

- Maintained contact with clients and staff regarding treatment while a client is hospitalized.
- Performed initial telephone screening to determine patients' appropriateness for home care services with referral sources.
- Provided all relevant information to ensure patients' smooth transition to home care.
- Coordinated the Clinical Managers with any necessary sub-contracting of services and Case Management.
- Ensured that insurance verification is completed prior to giving the referral to a Clinical manager and Pharmacist.

Intake Coordinator, March 2002 – April 2004  
Innova,inc., Huntingdon, PA

- Coordinated meetings and improved communication with local nursing and group homes.
  - Coordinated in the hiring, training, and orientation of new staff members.
  - Accepted in-coming Home Health referrals.
  - Ensured that the Clinical Manager and Pharmacist received the referral in a timely fashion.
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### Summary of Qualifications:

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- Outstanding experience in medical and surgical nursing
  - Familiarity with community health, utilization review and discharge planning
  - Strong knowledge of medical terminology and customer service focus
  - Superior knowledge of insurance reimbursement process
  - Effective data entry and word processing, problem-solving, human relations skills
  - Excellent oral and written communications skills
  - Outstanding ability to read, analyze, and interpret data, legal documents, and governmental regulations
  - Uncommon ability to work under time constraints and deadlines highly desirable
  - Great ability to resolve practical issues quickly
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### Education:

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High School Diploma, Life House Alternative School, FLAGSTAFF, AZ

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