
Patient Care Coordinator Resume

Job Objective

To secure Patient Care Coordinator position to help contribute to the growth of the organization.

Highlights of Qualifications:

- Wide experience in physician and medical front offices
 - Good knowledge of medical billing and outpatient settings
 - Comprehensive knowledge of insurance claims and pharmacy domains
 - Solid understanding of finance based functions and data entry methods
 - Sound ability to execute orders relating to pharmacy services
 - Extreme ability to understand medication based orders
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Professional Experience:

Patient Care Coordinator
Community Health Network, Saint Louis, MO
August 2012 – Present

Responsibilities:

- Resolved patient inquiries and maintained pricing information.
- Assisted in patient care services through order scheduling.
- Participated in verification of patient information and supply needs.
- Managed patient claims and executed special handling duties.
- Documented shipping based complaints for proper systems.
- Generated drug event reports and conduct patient counseling functions.

Patient Care Coordinator
Portneuf Medical Center – Pocatello, ID
May 2009 – July 2012

Responsibilities:

- Participated in claim processing for account systems.
 - Managed pre-authorization requirements and conducted routine audits.
 - Analyzed vendor statements to understand past credits.
 - Assisted in reconciliation of claims and authorization requests.
 - Maintained financial data and documented open invoices.
 - Coordinated with pharmacists to record compliance issues.
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Education:

Bachelor's Degree in Health Care Management
Deep Springs College, Dyer, NV

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