

---

## Patient Care Specialist Resume

---

### Job Objective

Patient Care Specialist seeking position in which my training and experiences can help increase the client base and growth of the company.

---

### Highlights of Qualifications:

---

- Hands on experience on managing efficient working of clinical practice and teaching subordinates
  - Deep knowledge of interacting with patients
  - Operational knowledge of computer systems
  - Immense ability to coordinate with clinical team and volunteers
  - Exceptional ability to manage work independently
  - Profound communication skills in both oral and written forms
  - Skilled to monitor administrative work
- 

### Professional Experience:

---

Patient Care Specialist  
Lehigh Valley Health Network, Wayne, PA  
May 2006 – Present

- Coordinated with managed care providers and ensured comprehensiveness of patient care.
- Assisted and managed referral to on site HIV services and monitored mental health of patients.
- Managed various referrals for on site health education services.
- Monitored all prenatal patients and performed psychosocial assessments for all.
- Administered patients and provided preventative and follow up care to all through telephone.
- Maintained a database of patient information and prepared reports to evaluate by management.
- Participated in various departmental meeting.
- Provided training to subordinates to improve skills for performing various jobs.

Patient Care Specialist  
Carilion Clinic, Wayne, PA  
March 2003 – April 2006

- Monitored all complaints and prepared documents regarding patient medication, allergies and various other notations.
  - Assisted patients in recording visual acuity and color testing.
  - Coordinated with physicians and performed all minor procedures.
  - Trained various departments for ocular services.
  - Maintained all examination rooms and monitored inventory
- 

### Education:

---

Bachelor's Degree in Nursing  
Parkland College, Champaign, IL

[Build your Resume Now](#)