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## Patient Coordinator Resume

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### Job Objective

A talented Patient Coordinator with great skills and experience looking for a job in a well known organization.

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### Highlights of Qualifications:

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- Substantial experience in medical office and insurance carriers
  - Comprehensive knowledge of utilization management and benefit information
  - Good knowledge of insurance verification and regulatory standards
  - Thorough understanding of Medicare review procedures
  - Sound ability to understand patient development requirements
  - Extreme ability to conduct quality assurance audits
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### Professional Experience:

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Patient Coordinator  
Guthrie Healthcare System, Oklahoma City, OK  
August 2012 – Present

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### Responsibilities:

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- Participated in staff evaluations and training of new employees.
  - Modified provider schedules and coordinated with contacts offices.
  - Managed absence schedules and assisted in time off requests.
  - Prepared cancellation lists and documented patient information.
  - Assisted in patient retentions and patient excellence reps.
  - Provided guidance in processing of voicemail messages.
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Patient Coordinator  
Alliance HealthCare Services, Oklahoma City, OK  
May 2009 – July 2012

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### Responsibilities:

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- Participated in greeting and transportation of patients to control rooms.
  - Administered preliminary instructions and resolved medical queries.
  - Maintained customer MIS systems and created expendable supplies.
  - Assisted in patient assessment as per company regulations.
  - Represented in hospital tours with referral sources.
  - Formulated patient requirements for service consultation.
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### Education:

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Bachelor's Degree in Allied Health Management  
Sinte Gleska University, Rosebud, SD

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