
Patient Coordinator Resume

Job Objective

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

Highlights of Qualifications:

- 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:

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

Responsibilities:

- 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.

Patient Coordinator
Alliance HealthCare Services, Oklahoma City, OK
May 2009 – July 2012

Responsibilities:

- 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:

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

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