

ROBERT SMITH

Care Advocate/Executive

E-mail: info@qwikresume.com

Phone: (0123)-456-789

SUMMARY

Experience working with mentally ill and co-occurring disordered clients for many years resulted in excellent diagnostic and treatment skills. Work well within a team and strive to keep skills and education.

SKILLS

LPCC, Computer, EMDR; EFT, Nutrition Coach.

WORK EXPERIENCE

Care Advocate/Executive

ABC Corporation - August 2006 – March 2008

- Reviewed cases for self-insured business, involving extensive knowledge of the DSM IV-TR, treatment, and discharge planning.
- Wrote up reviews following HIPPA and UBH guidelines.
- Coordinated with Discharge Program and discharge planners.
- Attended team meetings and training as scheduled; provided special services.
- Scheduled and facilitated peer-to-peer reviews with doctors when necessary.
- Provided innovative suggestions for improving workflow in the corporation.
- Provided timely reports to supervisors and did the follow up with facilities.

Care Advocate

Delta Corporation - 2001 – 2006

- Am a dependable worker.
- Come to work on time, I do my paperwork.
- Take clients to doctors appointments, just to have fun at an outing, do different activities, cook, clean.
- I'm a great worker very dedicated.
- United HealthGroup-Optum Behavioral Health Solutions Provide advocacy on the Intensive Facility Based team for clients who are receiving mental .
- Worked with the clinical team and facilitate communication between treatment facilities and Optums medical team.
- Assessment, diagnosis, treatment planning, case management, utilization review, concurrent reviews.

SCHOLASTICS