

Robert Smith

Clinical Research Assistant/Coordinator

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SUMMARY

Public Health graduate determined to continue my career as a healthcare professional. Passion is to ensure the health, safety and well being of my community.

SKILLS

Word Excel Powerpoint Access IdataFax Study Manager InForm FireCrest.

WORK EXPERIENCE

Clinical Research Assistant/Coordinator

Southern California GI & Liver Centers - January 2013 - 2019

- Receiving and processing authorizations and all requests for referrals and treatment authorizations.
- Obtaining authorizations from various insurance carriers via phone, in writing or electronic media.
- Scheduling appointments for specialty care, special studies or other ancillary services.
- Coordinating care within the guidelines of multiple health plans, contracts or insurance types.
- Responding to inquiries as to current status of authorization by assessing and evaluating the requests.
- Initiating the appropriate documentation of requests from specialties offices for ongoing care.
- Follows-up on missing documentation to obtain authorization or scheduling when appropriate.

Clinical Research Assistant

ABC Corporation - 2009 - 2013

- Key Areas of Responsibility Coordination and conduct of in-house monitoring activities, review and tracking of regulatory documents, and database setup and maintenance.
- Developed standard forms and letters, create and maintain master site files, and conduct internal file audits.
- Audit site specific central files and core central files for discrepancies.
- Recorded meeting minutes for study team meetings, and generated reports for Sponsor and team members.
- Provided mentorship to new staff.
- Supported Clinical Research Associates and site investigators to ensure adherence to Good Clinical Practices and FDA regulations.
- Therapeutic Area Experience Cardiology Heart Transplant - Phase III (Pharmaceutical Device study) Infectious Disease Influenza - Type A and B - Phase II Neurology Pain Management of a Schedule 2 Drug - Phase III Generalized Epilepsy in Pediatrics.

EDUCATION

Biology - (National University - San Diego, CA)