

# Robert Smith

## Business Office Specialist/Executive

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## SUMMARY

Legal and Administrative Professional with experience concentrated in corporate healthcare, behavioral health, general corporate, home health care, litigation practice, and legal support. Seeking a career that offers stability, diversity, and professional development within an organization. Strong interpersonal and communication skills acquired as well as the ability to think critically and clearly under pressure while handling multiple projects simultaneously.

## SKILLS

Microsoft, Computer Skills, Communication Skills, Excel, Receptionist, Epic, Self-Motivated, Work Well Under Pressure, Work well with others.

## WORK EXPERIENCE

### Business Office Specialist/Executive

HCA Healthcare (McKinney Surgery Center) - April 2015 - 2019

- Maintain the ongoing scheduling of patient visits for all assigned field staff; communicate updates in regards to revisions and new admissions to ensure continuity and coordination for patient care services.
- Schedule and confirm all visits based on patients needs, staff experience, and geographical locations.
- Input patient data into Oasis system and transmit accurate and timely information.
- Assist with billing frequencies and presence of orders every billing period.
- Assemble and organize admission, discharge, and post-hospital packets.
- Assist Clinical Supervisor or Manager with generating correspondence.
- Assist Business Office Manager with HR filing and inputting clinicians medical updates properly in employees files.

### Business Office Specialist

Amedisys Hospice - 2013 - 2015

- Am the BOS which consist of scheduling all visits for the nurses, social workers, hospice aides, chaplains on HomeCare HomeBase.
- Am also in charge of all the scanning and attaching of documents into HCHB.
- File, break down charts and make the new patient charts.
- Am responsible for assuring the MD signs off on all orders, up to 400+ in a two week span and IDG.
- Am the scribe for IDG.
- Assist new employees and current employees with IT issues.
- Answer up to 100+ calls a day, direct them to the appropriate nurse or office staff member..

## EDUCATION

MPA in HEALTHCARE ADMINISTRATION - (Keller Graduate School of Management)