

Robert Smith

Lead Patient Attendant

CONTACT DETAILS

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PERSONAL STATEMENT

Dependable Walgreen Patient Care Coordinator who has extensive experience with Walgreen billing and medicine distribution systems. Hold various employment roles in the healthcare setting which include being a conscientious and detail-oriented medical office specialist with an excellent background in managing complex and high-volume clerical work, and a hardworking Patient Care Assistant dedicated to high-quality patient care.

WORK EXPERIENCE

Lead Patient Attendant **Manpower - November 2013 - 2020**

Responsibilities:

- Answers all incoming patient and provider calls in a timely, professional, accurate, and efficient manner in accordance with company and government guidelines and handles accordingly.
- Schedules appointments for patients either by phone, online, or email.
- Schedules urgent/same day appointments with the physician assistance or physician other than their primary allergist.
- Uses EPM system within the NextGen system to match physician/clinician availability with patients preferences in terms of date, time, and location.
- Provides patients with accurate helpful information and guidance regarding Allergy and Asthma Procedures.
- Provides companionship to patients.
- Ensures patient safety.

Patient Attendant **Delta Corporation - 2010 - 2013**

Responsibilities:

- Attend to patients needs, transporting to doctors appointments, help with feeding and other daily activities Skills Used Communication Time .
- Assistance with personal care and hygiene of patients and rooms Monitor / Recording of patients vital signs and output changes Complete routine / non-.
- Fall risk, treatment and medication assessments.
- Response to patient assistance requests.
- Monitor Patients making sure they were safe at all times Giving them peri-care to maintain good hygiene Helping the disable go to different locations .
- Assist patients with daily needs.
- Provide exceptional care.

Education

Diploma- 2001(Ypsilanti High School - Ypsilanti, MI)

SKILLS

Microsoft Office,
Leadership,
Communication.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)