

## HEALTHCARE ASSOCIATE

### Summary

Energetic, resourceful, and results-driven professional .Skilled at working effectively both independently and collaboratively as part of a team within fast-paced environments to complete projects and responsibilities while adhering to deadlines and quality standards.

### Skills

EPIC, Microsoft Office Suite (Word/Excel/PowerPoint), Healthcare Systems, Insurance/Billing, Sorian Scheduling, Health/Medical Records, Research, Reports, Databases, Data Analysis, and PCs/Windows Applications

### Experience

February 2002 to Current

Company Name City , State Healthcare Associate

- Maintain full responsibility for demonstrating initiative, strong leadership and communication skills, and medical and healthcare knowledge to support efficient and productive day-to-day operations.
  - Directly accountable for a diversity of patient/unit support activities including scheduling and discharge, coordinating admission packages, arranging transportation, completing unit work orders, maintaining inventory, and preparing patient unit census.
  - Monitor and improve individual performance in all areas to ensure adherence to the highest levels of customer/patient service, productivity, efficiency, leadership, teamwork, and work quality at all times.
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- Excellent capacity to meet deadlines, build rapport with individuals from diverse backgrounds, and to support practice objectives by facilitating an environment that consistently achieves/exceeds expectations.
  - Responsible for maintaining professional and courteous communications, demeanor, and interactions with patients and medical staff while continuously seeking ways to provide value-added service and support.
  - Maintain files, documents, databases, and records to provide highly reliable information quickly and use well-developed interpersonal skills to respond effectively to both internal and external requests/inquires.
  - Communicate clearly and effectively, use strong coordination and prioritization skills to complete work, and exercise independent judgment and decision making abilities to help facilitate smooth operations.
  - Strong organizational, time management, and multi-tasking skills with ability to prioritize work.
  - Use well developed interpersonal skills to work effectively with clients, co-workers, and all levels of management.
  - Accept new assignments and responsibilities with a positive, cooperative, and team-oriented attitude.
  - Complete all tasks and projects in the most efficient manner possible and exercise independent decision making.
  - Recognized by management for anticipating problems, presenting effective solutions/recommendations, team collaboration and leadership, exceeding work expectations, and consistently delivering outstanding results.

### Education and Training

American InterContinental University

City , State Healthcare Management BBA Healthcare Management Training: Healthcare Finance, Risk Management, Information Systems, Management, Ethics, Policy Making

### Qualifications

Communication skills, interpersonal skills, Data Analysis, Databases, Decision-Making, Information Systems, Insurance Verification , maintaining inventory, Leadership, Regulatory Compliance, multi-tasking, organization, Patient Care Support, Project Management, Quality,

Research, Risk Management, Scheduling, Sound Strategic Planning, Teamwork, Time management.