

RESUME4DUMMIES

ADDRESS: 4TH STREET, ANYPLACE, ANYWHERE 44444 PHONE: 444.444.4444 EMAIL: RESUMESAMPLE@EMAIL.COM

HEALTHCARE ADMINISTRATOR

QUALIFICATIONS PROFILE

Multifaceted, performance-focused, and results-oriented professional, offering wide-ranging experience in healthcare management. Offering hands-on management skills in performing all mandatory case review, preparing inventory of all pharmacy supplies, and training medical staff. Equipped with solid communication and interpersonal skills in establishing rapport with diverse individuals and other healthcare professionals.

AREAS OF EXPERTISE

**Healthcare Assessment
Patient Care and Education
Medication Administration**

**Quality Assurance
Regulatory Compliance
Cross-functional Collaboration**

PROFESSIONAL EXPERIENCE

ABC COMPANY ■ EDMOND, OK

Licensed Practical Nurse | Review Coordinator

2015–Present

- Serve as neutral liaison for beneficiaries and their representative to educate them on rights and responsibilities of patients covered by the Medicare program.
- Perform all mandatory case review and quality assurance activities in accordance with the CMS contracts, while maintaining timeliness and accuracy within the review process.
- Guarantee efficiency in conducting case review process through the production system, while identifying problem areas on both case-by-case and system-wide basis.
- Assume full responsibility in coordinating with physician reviewers; summarizing case facts; preparing case questions; and providing assistance to resolve issues requiring physician input.
- Educate Medicare beneficiaries, healthcare providers, and other partners on the activities and responsibilities of the Quality Improvement Organization.
- Coordinate with internal and external Quality Improvement Organization staff in improving and implementing healthcare improvement projects.

DEF COMPANY ■ OKLAHOMA CITY, OK

Healthcare Administrator

2014–2015

- Provided leadership to the station which involved treatment procedures, inventory and security, and required recordkeeping to maintain compliance with state and federal regulations.
- Rendered assistance to the medical director in managing diverse aspects of patient care, including treatment history, current treatment status, annual patient reviews, medical emergencies, physical examinations, communicable disease issues, and care coordination care.
- Partnered with agency pharmacist to ensure that dosing records were audited for accuracy and all errors were properly documented in accordance with regulations.
- Took charge of preparing dosing reports on a weekly basis as well as in determining and reporting any medical problems experienced by each patient.

GHI COMPANY ■ NORMAN, OK

Licensed Practical Nurse

2010–2013

- Offered assistance with admission, vital signs, daily medication, and inspection for potential wounds.
- Took charge of documenting each patient's records throughout the shift for all assigned patients.
- Worked closely with the attending physician, including updating the patients' family for any change in the patients' conditions.

EDUCATION AND CREDENTIALS

BACHELOR OF SCIENCE IN HEALTHCARE ADMINISTRATION: 2010 ■ THE UNIVERSITY OF OKLAHOMA, Norman, OK

LICENSED PRACTICAL NURSE EDUCATION: 2010 ■ THE UNIVERSITY OF OKLAHOMA, Norman, OK

LICENSED PRACTICAL NURSE: 2010 ■ Oklahoma Board of Nursing

TECHNICAL ACUMEN

Microsoft Office Suite (Word, Excel, and PowerPoint) | ProTouch | Allscripts | EMR