

Safara Sanders

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Objective:

To utilize my interpersonal and communication skills to ensure growth opportunity in a thriving company.

Education

Normandy Senior High 1998-2002

Business Development Director, MGM Healthcare **2015 - Present**

- Lead admissions team
- Complete assessments and contracts
- Collaborate with medical professionals.
- Initiate prior authorization requests.
- Plan and assist in coordinating facility and community events.
- Liaise with providers between hospital, family and facility.
- Work independently but communicate as a team.
- Conduct home visits when necessary
- Assist in training new Admissions Coordinators company-wide

Admissions Coordinator/Unit Secretary, St. Luke's Rehabilitation Hospital **2009-2015**

- Prepare for new admissions and discharges.
- Note and process all physician orders.
- Track lab reports, orders and chart.
- Order all x-rays and tests.
- Schedule and coordinate doctors' appointments and transportation.
- Stock and clean unit daily.
- Answer and triage phone calls.
- Admit patients, verify benefits and financial responsibility forms.
- Prepare admissions reports by collecting, analyzing, and summarizing data and trends.

Patient Care Technician 2009-2010

- Assist in basic medical procedures.
- Record vital signs, report patient conditions and assist nurse with treatments.
- Help patients with ADLs.

Medical Assistant, Nephrology Concepts

2013 - 2014

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- Verify patient information.
- Prepare patients for examination – performed preliminary physical tests; take blood pressure, weight, and temperature; report patient history summary.
- Schedule surgeries – coordinate with the surgical center, verify times with patients, prepare charts including pre-admission and consent forms.

Certified Nursing Assistant, Garden View Care Center

2008 - 2009

- Work with adult individuals with limited abilities.
- Assist nursing staff with patients' personal care, emotional support, and activities of daily living.
- Perform complex duties under supervision of professional nursing personnel.

Certified Nursing Assistant, Delmar Gardens on the Green

2006 - 2008

- Work with the elderly and assist with daily needs.
- Assist with bathing, dressing, feeding, toileting, oral hygiene, skin care etc.
- Report pertinent resident changes to nurse.
- Record input/output consumption, VS etc.

Staff Support, Council for Extended Care

2005-2006

- Support individuals with Development Disabilities.
- Responsible for medication pass/management, grooming, light housekeeping, meal preparation, and running errands.

Qualifications

Communication
Team Building
Problem Solving
Self-Motivated
Flexible/Punctual
Documentation

Customer Service
Microsoft Office
Organizational Skills
Energetic Approach
Office Procedures
Attention to detail

Respond Quickly
Presentations
Scheduling
People Skills
Multi-tasking
CPR/BLS