**Istahil Terry**

St.Paul, MN

moham250@gmail.com

Authorized to work in the US for any employer

**Work Experience**

**Care Team Coordinator**

HOME HEALTHCARE INC

January 2019 to Present

* Send and follow required face-to-face documentation for MD's to sign and return
* Conduct pre-admit calls to verify client information, as well as five day and discharge follow-up calls
* Track and follow hospitalized clients and notify Community Liaisons if client discharges to a Transitional Care Centers (TCU) so they can follow the client's progress.
* Collect all ROC (resumption of care) information for hospitalized clients; H&P (history and physical), MD orders etc.
* Maintain confidentiality in all aspects of the job

**Patient Registration Specialist**

ALLINA HEALTH- UNITY HOSPITAL

February 2016 to June 2018

* Verified insurance information and eligibility
* Patient registration and EMR updates
* Scheduled medical appointments in Epic for various clinics and specialties
* Answered insurance coverage questions
* Completed registration of patient information
* Answered inbound phone call patient questions
* Coordinated patient workflow with care staff
* Completed registration of patient information
* Answered a high volume of inbound phone calls and de-escalated patient concerns

**CNA - Certified Nursing Assistant**

NEW AMERICAN COMMUNITY SERVICES

October 2010 to August 2013

* Registered new clients for services
* Billing verification
* Scheduled appointments
* Worked in Dentrix and Epic Software
* Assisted patients with daily living needs and care coordination
* Assisted nursing staff with taking and recording vitals

**Education**

**Bachelor of Science- Healthcare Management**