



MICHAEL ANDERSON

Senior Personal Care Coordinator

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SUMMARY

Distinguished Personal Care Coordinator with extensive experience in managing comprehensive care plans for patients with diverse needs. Expertise in collaborating with multidisciplinary teams to ensure the highest standards of patient care. Proven track record in enhancing patient satisfaction and compliance through strategic intervention and support. Strong analytical skills complemented by a deep understanding of healthcare regulations and best practices.

WORK EXPERIENCE

Senior Personal Care Coordinator HealthFirst Services

Jan 2023 - Present

- Developed and implemented individualized care plans for over 300 patients.
- Coordinated care with a team of 15 healthcare professionals to ensure seamless service delivery.
- Enhanced patient engagement through regular follow-ups and educational workshops.
- Utilized electronic health record (EHR) systems to track patient progress and outcomes.
- Conducted assessments to identify patient needs and recommend appropriate services.
- Managed a budget of \$500,000 for care resources and supplies.

Personal Care Coordinator Compassionate Care Network

Jan 2020 - Dec 2022

- Facilitated care transitions for patients moving from hospital to home care.
 - Collaborated with physicians to optimize treatment plans based on patient feedback.
 - Monitored and evaluated patient outcomes, adjusting care plans as necessary.
 - Organized community outreach programs to raise awareness about available services.
 - Provided training and support to junior coordinators and interns.
 - Achieved a 95% patient satisfaction rate through personalized care strategies.
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EDUCATION

Master of Science in Nursing, University of Health Sciences, 2014

Sep 2019 - Oct 2020

ADDITIONAL INFORMATION

- **Technical Skills:** Patient Care Coordination, Team Leadership, EHR Management, Patient Advocacy, Budget Management, Community Outreach
- **Awards/Activities:** Received the 'Excellence in Care Coordination' award in 2020.
- **Awards/Activities:** Improved patient retention rates by 30% through targeted engagement initiatives.
- **Awards/Activities:** Authored a best practices guide adopted by the organization for staff training.
- **Languages:** English, Spanish, French