

Tyler Nakamura

ADMISSIONS SPECIALIST

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— SUMMARY —

Admissions specialist with 5 years of patient intake in behavioral health and outpatient care. Screens referrals, runs insurance verification and schedules admissions with clinical teams, keeping admission records complete and confidential through 2 state surveys.

— SKILLS —

Other Skills: Customer Service, Insurance Verification, Intake Assessments, Admission Records, Medicaid, Data Entry, Excel, Confidentiality, Attention to Detail, Organizational Skills

— EXPERIENCE —

Admissions Specialist

06/2023 - Present

Front Range Behavioral Health

Denver, CO

Residential and outpatient mental health and addiction treatment provider.

- Conduct intake assessments on 90-110 callers a month from patients, families and hospitals for residential and outpatient care.
- Run insurance verification for commercial, Medicaid and TRICARE plans, lifting authorized days per stay by **14%**.
- Coordinate 40 admissions a month with clinical and nursing teams, keeping referral-to-admit time under 24 hours.
- Review admission records for signed consents and releases, holding confidentiality and chart compliance at 100% in state surveys.

Intake Coordinator

08/2021 - 05/2023

Aspen Grove Family Clinic

Aurora, CO

Multi-provider primary and behavioral care clinic.

- Processed 25 new-patient referrals a week, with careful data entry of demographics and authorizations.
- Called patients within one business day of referral, raising first-appointment show rate from 71% to 84%.
- Answered customer service questions on coverage, copays and forms, tracking open referrals in Excel.

— EDUCATION —

Bachelor of Science

05/2021

Colorado State University

Fort Collins, CO

Human Development and Family Studies