

**Zorab Kalaydjian**

Los Angeles, CA

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**Professional Summary**

Detail-oriented and compassionate Intake Coordinator and current nursing student with hands-on experience in home health intake operations. Skilled in patient admissions, referral processing, data entry, scheduling, and professional communication. Experienced in supporting home health workflows while maintaining confidentiality and accuracy.

**Core Skills**

Home Health & Hospice Intake, Patient Admissions, Referral Processing, EMR/EHR Data Entry, Insurance & Demographic Collection, Scheduling & Coordination, Medical Office Administration, HIPAA Awareness, Multitasking

**Professional Experience****Intake Coordinator – LA Memorial Home Health Care**

Processed new patient referrals, collected and verified patient and insurance information, communicated with physician offices and families, entered data into EMR systems, assisted with scheduling start-of-care visits, and maintained HIPAA compliance.

**Customer Service / Administrative Support**

Managed high-volume phone calls, scheduled appointments, handled data entry, assisted with documentation, and supported daily office operations.

**Customer Service Associate – Happy Hands Car Wash**

Provided professional customer service, handled payments and scheduling, multitasked in a fast-paced environment, and worked collaboratively with team members.

**Education****Bachelor of Science in Nursing (BSN), In Progress**

West Coast University – Los Angeles, CA

Expected Graduation: 2028

High School Diploma – 2020