



# JAMES CLARK

## Junior Admitting Registrar

✉ support@qwikresume.com

☎ (123) 456 7899

📍 Los Angeles

🌐 www.qwikresume.com

### 💡 SKILLS

Data Management



Administrative Support



Bilingual Communication



Critical Thinking



Adaptability



Financial Transactions



### 🎯 INTERESTS

🔧 DIY Projects    ✂️ Crafting

🧘 Meditation    🏛️ History

### 👊 STRENGTHS

🌿 Humility    💡 Innovation

👁️ Insightfulness    ✅ Integrity

### 🗣️ LANGUAGES



English

Russian

German

### 🌟 ACHIEVEMENTS

🌟 Streamlined the patient registration process, reducing wait times by 20%.

🌟 Achieved 98% accuracy in patient data entry over five consecutive months.

### 👤 PROFESSIONAL SUMMARY

Compassionate healthcare professional with 5 years of experience in patient admissions and registration. Expert in managing patient data, verifying insurance information, and ensuring compliance with healthcare regulations. Dedicated to enhancing patient experiences through efficient processes and exceptional service delivery.

### 💼 WORK EXPERIENCE

Junior Admitting Registrar

📅 Jun / 2021-Ongoing

Quantum Solutions LLC

📍 Phoenix, AZ

1. Welcomed and registered all incoming patients to the Emergency Room, ensuring a smooth admission process.
2. Processed direct admissions and managed outpatient service registrations effectively.
3. Completed required documentation and secured necessary signatures while verifying insurance information.
4. Maintained data integrity by accurately entering and correcting patient information in automated systems.
5. Handled incoming calls and directed them to appropriate departments, ensuring timely communication.
6. Managed financial transactions, balancing payments received during shifts and ensuring accurate deposits.
7. Demonstrated knowledge of third-party payers and facilitated the collection of copayments at the time of service.

Admitting Registrar

📅 Jun / 2020-Jun / 2021

Crescent Moon Design

📍 Portland, OR

1. Conducted patient interviews and registrations to ensure a seamless admission experience.
2. Verified demographics and updated insurance information, ensuring accuracy for billing purposes.
3. Compiled daily census reports for hospital management, contributing to operational oversight.
4. Managed walk-in and scheduled procedure registrations while ensuring eligibility verification for online payors.
5. Consistently met monthly revenue goals, achieving over \$15,000 for 4 out of 5 months.
6. Collected essential patient information for medical records and insurance billing processes.

### 🎓 EDUCATION

Associate of Applied Science in Health Information Technology

📅 Jun / 2019    Jun / 2020

Springfield Technical Community College

📍 Denver, CO

Focused on health information management, patient registration, and medical coding.