

# ROBERT SMITH

## Emergency Room Registrar I

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To be an active employee who contributes to the Mission, Vision, and Values of the company, and to interact, on a professional level with other employees. To give excellent performance, and to translate experience, knowledge, skills and abilities into value for the organization.

## EXPERIENCE

### Emergency Room Registrar I

#### Navigant Cymetrix (Tulare Hospital) - APRIL 2015 - 2020

- Responsible for obtaining complete and accurate demographic and financial information from a variety of sources, including patient interviews physician offices and in-house departments.
- Obtains required signatures on legal consents and insurance forms  
Performs required pre-certification, credit referral or deposit collection.
- Enters data in computer and thoroughly documents any incomplete admissions/registrations in manner prescribed.
- Obtains pre-certification, referral or authorization number and updates patients file.
- Notifies patients, family members, physicians and/or supervisors of insurance coverage issues, notifies patients of co-payments, deductibles or deposits needed, documenting all information in computer system.
- Reviews Physicians orders for completion and ensures all required information is listed Completes Medicare Compliance and obtains ABN if necessary.
- Knowledge of all Federal, State and Local Laws pertaining to insurance rules and regulations.

### Emergency Room Registrar

#### Delta Corporation - 2013 - 2015

- Responsible for bedside registration of all emergency room patients, filing insurance claims, answering the telephone, assisting families with any .
- Supervisors Name Kim White 731-541-5000).
- Demonstrated ability in maintaining composure and working efficiently in a fast paced environment while preserving strict client confidentiality.
- Maintained accurate patient files.
- Assisted with admissions, obtained appropriate consent forms and payment.
- Served as translator for physicians and nurses.

- Create, maintain, and enter information into databases.

## **EDUCATION**

- Certificate in EKG - 2012(Boston Reed College - Hanford, CA)

## **SKILLS**

Profile - Medical Assistant Program- Administrative.