

Robert Smith

Emergency Room Registrar II

PERSONAL STATEMENT

Emergency Room Registrar position gives the initial patient contact for the medical center and must act in a professional manner with excellent customer service skills at all times while they register patients into the hospitals computer system. The registrar will search the system for existing medical record numbers and assign new ones for new patients to ensure patient safety.

WORK EXPERIENCE

Emergency Room Registrar II

ABC Corporation - November 2007 - November 2009

Responsibilities:

- Responsible for Patient intake and discharge often in serious health situations.
- Collected insurance information for clients and advising them on payment and insurance procedure.
- Answered and routed calls on hospital wide telephone directory.
- Fostered lasting relationships between registration and medical staff.
- Discharged and obtained patient co-payments at the end of the patients visit.
- Achieved a data entry error rating of less than 2% on latest employee review while being among the top five in patient contact interviews.
- Conducted patient interviews in order to acquire demographic and insurance information.

Emergency Room Registrar

Delta Corporation - 2005 - 2007

Responsibilities:

- Carried out general clerical duties such as obtaining signatures and registering patients.
- Performed customer service tasks.
- Handling incoming and outgoing calls.
- Running office equipment.
- Greeted patients and visitors, responded to questions/concerns.
- Provided ongoing communication with clinical staff regarding patients.
- Collected and entered all necessary demographic, clinical, billing and insurance information.

Education

License Cosmetologist and Cosmetology Instructor in Cosmetology and Teaching Methodology - 2011(Razzle Dazzle College - Nampa, ID)

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Microsoft Office, Billing, Computer , Data Entry, Data Analysis, Email, Filing, Leadership.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)