

Emergency Room Registrar III

ROBERT SMITH

Phone: (123) 456 78 99

Email: info@qwikresume.com

Website: www.qwikresume.com

LinkedIn: linkedin.com/qwikresume

Address: 1737 Marshville Road,
Alabama

Objective

To advance my ongoing desire to gain new knowledge and skills, to feel personally and professionally challenged, and to excel. To obtain a position in an organization that will appreciate and benefit from my initiative, ever-evolving capabilities, and the contributions stemming from my strong work ethic. I am especially interested in a position with the potential for professional, educational, and financial advancement - including increased decision making responsibilities.

Skills

Medical terminology, Management.

Work Experience

Emergency Room Registrar III

ABC Corporation - August 2010 – July 2012

- Conducts demographic assessment and data entry for every patient entering the St.
- Acquires initial preliminary assessment of patients medical condition as well as immediate response, and efficiently communicate with nursing staff and attending physicians.
- Maintains medical records with meticulous accuracy, including insurance verification/eligibility.
- Directly communicates effectively with patients regardless of medical condition - demonstrating strong customer service skills and compassion in all cases.
- Provides continuous aide, clerical and/or physical assistance to nursing staff regarding patient care or administrative support.
- Communicates directly with Emergency Medical Technicians, nursing home, behavioral health, and rehabilitation facilities.
- Precisely organizes healthcare paperwork, medical orders, face sheets, etc.

Emergency Room Registrar

Delta Corporation - 2007 – 2010

- As the face of the hospital, I provide excellent customer service.
- I am the first contact with patients as they come into the hospital for emergency situations.
- Collect data such as name, phone number, insurance info, and copays.
- Register incoming ER patients by updating personal information, verifying insurance, and determining co-pays.
- Registered out-patient patients for lab/diagnostic testing, processed discharged patients in system.
- Translated paperwork and forms for patients and interpreted for providers.
- Miscellaneous duties as given such as filing, copying, and answering a multi-line phone system.

Education

Medical Coding Technical Program - (Harford Community College - Bel Air, MD)