

# ROBERT SMITH

## Emergency Room Registration Clerk

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

### SUMMARY

To obtain a full time Emergency Room Registration Clerk position that is challenging and rewarding where I can utilize my skills and education to benefit my employer.

### CORE COMPETENCIES

Microsoft Office, Customer Service, Receptionist, Documentation.

### PROFESSIONAL EXPERIENCE

#### Emergency Room Registration Clerk

**ABC Corporation - October 2014 – 2021**

##### Key Deliverables:

- Knowledge of insurance payors and the use of electronic systems for verification purposes.
- Ensured all treatment requested by the physician has been scheduled and reschedule appointments as necessary.
- Kept time and attendance records for the unit.
- Worked with a switchboard and directing the call to its appropriate destination.
- Experienced with the computer program Prognosis.
- Able to navigate insurance websites such as Passport, Availity and AHCA Medicaid to verify patients insurance.
- Able to read insurance coverages and collect money for services based on the deductible and co-insurance.

#### Emergency Room Registration Clerk

**Delta Corporation - 2011 – 2014**

##### Key Deliverables:

- Registering all emergency room patients being admitted for treatment taking all pertinent and confidential insurance provider information.
- Knowledgeable with all I-CD-9 and CPT coding for diagnosis information.
- Supervisor - Tina Krenek I left this position because I graduated massage therapy school and wanted to try my own business.
- Registered patients who entered the emergency room.
- Worked closely with doctors, nurses and paramedics to obtain patient information, answered phone calls, submitted insurance information, trained .
- Was often praised for my time management as well as my compassion for the patients and their family members.
- Left this job due to illness and returned to the medical center after being released by my doctor.

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### EDUCATION

- Diploma