

# ROBERT SMITH

## Asst. ER Registrar

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To obtain a position to show professional skills Proficient with proprietary software for data entry and retrieval and can type up to 60 wpm; update and maintain data; familiar with general office equipment including copiers, fax machines, and 10-key calculators.

### DECEMBER 2012 - 2020

#### ASST. ER REGISTRAR - CRESTWOOD MEDICAL CENTER

- Greets patients and start processes such as obtaining and verifying identification, insurance and any medical records.
- Works includes admitting patients and transferring appropriate paperwork.
- Works involves interactions with doctors, nurses and other hospital personnel.
- Obtains signatures and completing required forms as required by state and federal regulations.
- Occasionally arranges for overnight accommodations if the patient is not admitted to the hospital.
- Greets patients, check patients into an Intergy, SequelMed, and Pivot system answer a 4 line phone system, make charts, take cash/check/credit card payments and apply to accounts, sometimes I triage if the nurse is busy, make new charts, file old ones away.
- Passes out charts with incoming faxes to respective peoples charts then get them to the nurses in a timely manner.

### 2009 - 2012

#### ER REGISTRAR - DELTA CORPORATION

- Register patients into PROMED and AS400, verify patient demographic, verify insurance coverage thru PASSPORT, collect co-pays and balances on .
- As an ER Registrar my duties consist of collecting patient demographic information, verify insurance; if patient does not have insurance refer .
- Checking in patients into the emergency room, assisting with wheelchairs if needed, answering phone calls and call out to patients or doctors offices .
- Work in the ER and at Quick Care.
- Have customer service experience and also handling money and taking payments.
- Registered and also bedside registration of patients coming into ED dept and incorporated all information into computer.
- Registered incoming emergency room patients, obtaining as much information as possible Entered patient information into the computer system, .

## **EDUCATION**

Bachelor's in Pharmacy Technician - 2007(Virginia College)

## **SKILLS**

Multi-Line Phone System, Filing.