

Patient Information Specialist

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Objective

The past seven years of employment, allowed myself to cultivate the skills needed to establish an entry level position within the office administration industry. Many years of working with the public has honed my proficiencies to permit occupation in a professional environment. Self-motivation, punctuality with the desire to continue a stellar performance record is instilled in my work ethic to the utmost degree.

Skills

Computer, Customer Service, Receptionist.

Work Experience

Patient Information Specialist

ABC Corporation - January 2016 - 2020

- Registered patients into CPSI for services to be performed, ie; Xray, Lab work, ER services etc in a timely manner and accurately.
- Assembled correct paperwork and consent forms for each different procedure and have patient sign and or complete and scan into the patients record to be accessed as needed by other departments such as Billing and Medical Records.
- Collected Copays for procedures performed and correctly complete receipts and enter into CPSI.
- Answered multi line phone system and forward calls to appropriate extensions.
- Taken messages from patients that call for after hours issues, contact the appropriate provider and give the message to them.
- Verified insurance for each patient by utilizing a variety of web sites to be sure the patients insurance is in effect.
- Scanned the patients insurance card into the system to be accessed if needed.

Patient Information Specialist

Delta Corporation - 2013 - 2016

- Duties include working in patient access answering phones, re naming orders, fax Scheduling, changing direct admits statuses, updating rehab and LTAC .
- Include but not limited to Entered Plan of Care, assigned correct ICD-9 codes, billing, transcription, maintaining reports and recertifications.
- Data Entry Customer Service Communicating with patients/co workers General Office Duties (Filing, Copying, Organizing, etc.) Answering Phones .
- Outpatient Registration, Admissions, Emergency Room Registration Verify Insurances, Billing & Payment, Data Entry w/Medical Records Switchboard, .
- Verify & add insurance benefits & precertifications.
- Call patients to advise of deposits.
- Preregister patients for their appointments at Lafayette General Imaging Center.

Education

GED