

ROBERT SMITH

Patient Information Specialist

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

SUMMARY

To obtain an entry level position, which would, allow me to utilize my skills, and knowledge to promote expansion in the field.

CORE COMPETENCIES

Microsoft Office 2013 2016, Certified Nursing Assistant, Home Health Aide, Personal Care Aide, Certified Phlebotomist.

PROFESSIONAL EXPERIENCE

Patient Information Specialist

ABC Corporation - November 2013 – 2020

Key Deliverables:

- Registered patients according to clinic protocol.
- Scanned patients photo ID and insurance card electronically in patients chart.
- Checked insurance verification, collect copays.
- Checked patients out and collect payments for any additional cost.
- Assisted patients with any questions or concerns they might have.
- Handled any form of emergency, effectively and efficiently.
- Completed end of night spreadsheets and make sure that everything balances with daily cash/credit card payments.

Patient Information Specialist

Delta Corporation - 2009 – 2013

Key Deliverables:

- Supported the coordination of services provided to all patients from registration to discharge.
- Responsible for providing information to and maintaining relationships with third party payers to obtain necessary benefit information.
- Communicated with all parties to maximize reimbursement to benefit patients and insurance companies.
- Transfer) Successfully trained in Visual AA system Knowledgeable in Athena Verification of insurances for upcoming outpatient therapy and physician .
- Function primarily in the registration and insurance verification role Interacts with Physician/Physician office staff and/ or Payer to meet the .
- Answered calls and emails from people affected by Chronic Kidney Disease Offered assistance for individuals seeking information on risk factors and .
- Greeted each person upon arrival, verified insurance, collected copays, deductibles, and coinsurances, organized and maintained office supplies.

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EDUCATION

- High School Diploma