

ROBERT SMITH

Patient Information Specialist

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SUMMARY

To obtain a Patient Information Specialist position within the healthcare industry that will enable me to effectively and efficiently utilize my experience and skills within a hospital or private practice setting.

SKILLS

Patient Scheduling, Patient Care, Insurance Verification, Medical Terminology, 5S, Inventory, Quality Assurance, Safety.

WORK EXPERIENCE

Patient Information Specialist

ABC Corporation - April 2012 – November 2015

- Paged codes overhead when needed and manage alarm board during night time hours when there is no switchboard staff in the building.
- Performed electronic testing on all telecommunications and other electronic equipment using appropriate testing device.
- Communicated well with assembly line to achieve timely completion of production orders.
- Performed electronic testing on all telecommunications and other electronic equipment using appropriate testing device.
- Verified inbound raw materials for accuracy against inbound delivery.
- Picked raw material based on production order pick plan
- Disassembled product down to the component level.

Patient Information Specialist

Delta Corporation - 2008 – 2012

- Registration of Out Patients and ER patients-processing both in a timely manner to ensure efficient operation of the hospitals communication system.
- Insurance verification, and assisting in retrieving corrected medical orders.
- Contacted patients for current mailing address and insurance information when mail has been returned stating that we have a wrong address.
- Researched accounts and transferred them to the correct departments depending on the action that needed to be completed on the account.
- Provided patients with current information listed on the account regarding address, date of service that the patient was seen, insurance listed on .
- Maintained composure and strong interpersonal skills with all patient interactions.
- Assisted families on location of patients in the hospital via in person or phone Answered multi-lined phone to also assist families General office .

SCHOLASTICS

- BA In English And Language Arts