

ROBERT SMITH

Patient Information Specialist

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Patient Information Specialist with administrative and counseling work experience; Strong attention to detail with the ability to multitask; Proficient in Microsoft Office, WordPerfect, SPSS; Fluent in Spanish.

EXPERIENCE

Patient Information Specialist

ABC Corporation - APRIL 2012 - NOVEMBER 2015

- Entered pre certs for high mortality test Skills Used Demonstrate highly developed interpersonal and communication skills to communicate with staff and physician offices.
- Cleaned and performed preventive maintenance on all components, plastics, circuit boards, etc. including soldering of components.
- Requested parts or plastics to complete production order process.
- Reassembled product to meet high quality standards.
- Verified and labeled incoming inventory and raw materials to maintain inventory accuracy requirements and satisfy cycle count requirements.
- Knowledge of basic electronic theory.
- Knowledge of product specific electronic systems and understanding of functionality.

Patient Information Specialist

Delta Corporation - 2007 - 2012

- Registration of Out Patients and ER patients-processing both in a timely manner to ensure efficient operation of the hospitals communication system.
- Also, insurance verification, and assisting in retrieving corrected medical orders.
- My duties include scheduling patients, collecting the proper information for healthcare services, handling patients paperwork and charts, keeping up .
- Data entry, insurance verification, record keeping/ filing, compliance with OSHA/HIPPA regulations, ambulatory transfers, inventory, attention to .
- Data Entry Customer Service Communicating with patients/co workers General Office Duties (Filing, Copying, Organizing, etc.) Answering Phones .
- Both front and back experience in a very busy orthopedic practice.
- Scheduling and assisting both doctors and patients.

EDUCATION

- GED

SKILLS

Patient Scheduling, Patient Care, Insurance Verification.