

Robert Smith

Patient Information Specialist

CONTACT DETAILS

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PERSONAL STATEMENT

Seeking a company where I can use my experience to help the company meet its goals. As a Medical office assistant, I will demonstrate my scheduling expertise, professionalism, and multitasking skills and hope to grow within the company.

WORK EXPERIENCE

Patient Information Specialist

ABC Corporation - September 2009 - February 2011

Responsibilities:

- Managed patient census reports for active, discharged and expired patients.
- Responsible for updating patient roster daily w/changes in level of care, change of location, changes in diagnosis and/or physician etc.
- Prepared status change sheets as needed, make changes to patient information in First Hospice.
- Responsible for entering physician orders in First Hospice for each discipline, for scheduling purposes.
- Responsible for the supervision and scheduling of home health aides in the field.
- Performed audits of active patient files and bereavement files.
- Responsible for preparing certification packets to patient evaluate for hospice eligibility, as required by title 42, chapter IV - Centers for Medicare & Medicaid Services and DHS.

Patient Information Specialist

Delta Corporation - 2008 - 2009

Responsibilities:

- 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.
- Data entry, confirming patients appointments, scheduling appointments for patients, saving e-faxes, and sending and requesting medical records .
- This has impacted our company because we are similar to case management so we need to make sure all records are sent in a timely manner and all.
- Regardless of if someone is out sick or not, help ensure that our clients have everything they need in order to be seen by their physician.
- Skills Used I have a substantial amount of data entry experience, I am proficient in MS Word, MS excel and MS PowerPoint, and I have an extensive .

SKILLS

ICD-10, HomeCare
HomeBase, Insurance
Verification, Microsoft
Office, Customer
Service, Scheduling,
Medical Assisting,
Medical Terminology,
Telephone.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company
Name)
Reference - 2 (Company
Name)

Education

Bachelor Of Science In Accounting