

Objective

Committed to working diligently striving for excellence within this organization by upholding it's reputation of class, dedication and integrity at and away from the workplace.

Skills

Patient Care, MS Office.

Work Experience

Patient Information Specialist

ABC Corporation - June 2014 – 2020

- Arranged for prompt, courteous, and efficient pre-registration of all scheduled patients from the work queue.
- Assisted with financial arrangements being made for patients with the financial counselors.
- Efficiently scheduled diagnostic procedures by phone or fax using software.
- Knowledge of PM OFFICE applications and scheduling.
- Knowledge with Microsoft applications.
- Met/ Exceeded monthly collection targets.
- Prioritized telephone calls to effectively meet callers needs.

Patient Information Specialist

Delta Corporation - 2010 – 2014

- Performed lab draws on patients Maintained a multi-line telephone and scheduled patients Demonstrated customer service and computer skills.
- To confirm all patient information as well as verify and confirm all insurances during the registration process for all departments such as Radiology,.
- Schedule patient surgeries from physician office calls and online physician scheduling system - Print and distribute surgery schedules and preference.
- 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.

Education

MS