

ROBERT SMITH

Patient Information Specialist

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

SUMMARY

As a Patient Information Specialist, responsible for Demonstrating the ability to maintain professional therapeutic relationships with patients, assist them with problem-solving, and to teach/model principles of the norm of non-violence, and also Demonstrating good staff/patient boundaries and monitors and assists others to help them maintain theirs.

CORE COMPETENCIES

Microsoft Office, Interpersonal Skills.

PROFESSIONAL EXPERIENCE

Patient Information Specialist

ABC Corporation - March 2003 – July 2004

Key Deliverables:

- Registered patients in clinic database and managed Navicare Patient Location system.
- Utilized IDX to schedule appointments.
- Verified insurance online and via telephone.
- Interacted with patients, doctors, therapists and nurses.
- Primarily scheduled patients to see Orthopedic Doctors and Therapists.
- Knowledge of inventory practices and procedures
- Knowledge of quality and industrial standards and procedures.

Patient Information Specialist

Delta Corporation - 2001 – 2003

Key Deliverables:

- 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, .
- Verify & add insurance benefits & precertifications.
- Call patients to advise of deposits.
- Preregister patients for their appointments at Lafayette General Imaging Center.

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EDUCATION

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