

Robert Smith

Patient Registration Coordinator

PERSONAL STATEMENT

Patient Registration Coordinator To contribute master's-level management and administrative skills in combination with significant breadth of successful career experience in business, educational, and social settings. To contribute outstanding knowledge of clinical, community, and patient services in an administrative position emphasizing healthcare.

WORK EXPERIENCE

Patient Registration Coordinator

ABC Corporation - March 2015 - June 2015

Responsibilities:

- Assigned physician and other provider information in to the McLaren Healthcare database.
- Managed over twenty staff members.
- Provided orientation and training to new department employees.
- Developed and implemented departmental educational and training materials.
- Engaged in ongoing education to staff in regard to changes and updates with new ADT software releases, insurance policies and regulations, and departmental operating procedures.
- Implemented staff audits and evaluated staff performances daily.
- Created monthly quality studies and reported those results on a quarterly basis with recommendations for improvement plans.

Patient Registration Coordinator

Delta Corporation - 2010 - 2015

Responsibilities:

- Responsible for Patient Registration in all areas of the hospital.
- Central Registration, ER, Lab, Out Patient Surgery, Labor and Delivery.
- Provide exceptional service to patients at check-in and check-out of office.
- Schedule follow up appointments with doctors as well as any outpatient procedures ordered by doctors.
- Schedule all new patient appointments and register patient at intake.
- Verify eligibility with insurance companies, as well as precertify any procedures for eligibility.
- Inform clients of services available, Interview clients to gather information to verify and calculate all sources of income and resources to .

Education

MS

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Attention To Detail, MS
office.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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