Robert Smith

Patient Registration Specialist II

CONTACT DETAILS

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PERSONAL STATEMENT

Highly qualified Patient Registration Specialist with experience in the industry. Enjoy creative problem solving and getting exposure on multiple projects, and excel in the collaborative environment on which your company prides itself.

WORK EXPERIENCE

Patient Registration Specialist II

ABC Corporation - 2010 – February 2011

Responsibilities:

- Greets all customers presenting for medical services and other AMH appointments and answers questions as appropriate.
- Provides instructions to patients regarding forms and ensures completion.
- Directs patients through appropriate services maintaining clinic flow.
- Maintains communications with the Clinic Flow Coordinator to provide necessary information for coordinator to make decisions regarding clinic activities.
- Provides administrative support to providers and OHNs.
- Enters data for completion of electronic Record of Visit (ROV).
- Distributes ROVs to appropriate contractor/personnel, including AMH personnel.

PATIENT REGISTRATION SPECIALIST

ABC Corporation - 2009 – 2010

Responsibilities:

- Daily responsibilities included assuring the readiness of the reception area, opening the office at the designated time and having all front desk services fully operational at the start of the business day.
- Greet patients and practice visitors, directing all people to the appropriate locations and services in courteous, polite and helpful manner.
- Assist the patients in filling out the medical forms and collect fees as per the practices protocols.
- Verify insurance coverage and benefits.
- Serve as liaison between patients and medical staff regarding questions, prescriptions, and test result.
- Chart preparation and record keeping for the following business day.
- Assist other departments in various administrative duties..

Education

Certificate in Administrative assistant - 2015(Southern Careers Institute-Harlingen - Pharr, TX)

SKILLS

Microsoft Word, Excel, Power point.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference – 1 (Company Name)
Reference – 2 (Company Name)

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