



SOPHIA BROWN

Patient Registration Specialist

✉ support@qwikresume.com
☎ (123) 456 7899
📍 Los Angeles
🌐 www.qwikresume.com

PROFESSIONAL SUMMARY

Enthusiastic Patient Registration Specialist bringing two years of experience in patient intake and administrative support. Expertise in optimizing registration workflows, ensuring data accuracy, and enhancing patient interactions. Dedicated to providing exceptional service while adhering to healthcare regulations and maintaining a welcoming environment for patients.

WORK EXPERIENCE

Patient Registration Specialist

Quantum Solutions LLC

📅 Mar / 2024-Ongoing

📍 Phoenix, AZ

1. Managed patient registration processes to ensure accurate data collection and entry.
2. Reviewed medical records for accuracy, ensuring compliance with insurance requirements.
3. Adhered to federal and state guidelines for the release of information.
4. Managed patient flow during practice hours to minimize wait times.
5. Scheduled patient appointments and radiology exams efficiently.
6. Verified patient insurance information and eligibility prior to appointments.
7. Assisted patients and families in navigating the facility to their desired locations.

Patient Registration Specialist

Summit Peak Industries

📅 Mar / 2023-Mar / 2024

📍 Denver, CO

1. 1595 E Main St Prattville, AL 36066 United States 10/2004 - 12/2005
Salary: 510.00 USD Bi-weekly Hours per week: 30 Patient Registration Specialist Duties, Accomplishments and Related Skills: Signed in patients and verified insurance information.
2. Ensured parental consent forms were signed for minority-age applicants.
3. Obtained correct signatures on HIV and Privacy Act forms from examinees.
4. Oriented examinees, provided instructions, and maintained records during physical examinations.
5. Instructed patients on proper test collection procedures.
6. Conducted periodic inventory of medical supplies and equipment.

EDUCATION

Associate of Applied Science in Health Information Technology

University of Southern Alabama

📅 Mar / 2022 - Mar / 2023

📍 Chicago, IL

Focused on patient data management, medical coding, and health information compliance.

SKILLS

Patient Communication

Conflict Resolution

Communication Skills

Detail-oriented

Hipaa Compliance

Customer Service Skills

INTERESTS

🤿 Scuba Diving

🎮 E-sports

📖 Reading Fiction

🧩 Puzzle Solving

STRENGTHS

📋 Stewardship

👥 Teamwork

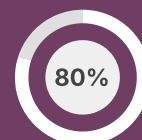
🔗 Tenacity

👁 Vision

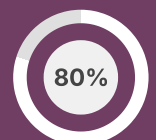
LANGUAGES



English



Japanese



French

ACHIEVEMENTS

★ Improved patient data accuracy by 25% through meticulous record management.

★ Streamlined appointment scheduling process, reducing patient wait times by 15%.