NOAH WILLIAMS
Registration Specialist

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📍 Los Angeles
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PROFESSIONAL SUMMARY

Enthusiastic Registration Specialist with two years of experience in optimizing patient registration processes and ensuring accurate data management. Skilled in enhancing patient interactions and advocating for efficient service delivery. I am committed to supporting healthcare teams in achieving operational excellence and improving patient care outcomes.

WORK EXPERIENCE

Registration Specialist
Pineapple Enterprises
📅 Apr / 2024-Ongoing
📍 Santa Monica, CA

1. Identified and implemented improvements to enhance patient relations and optimize registration processes.
2. Developed collaborative relationships with patients and healthcare teams to ensure effective communication and accuracy.
3. Utilized negotiation skills to collect outstanding payments from patients and guarantors professionally.
4. Collected point-of-service payments during patient visits, ensuring financial responsibilities were communicated clearly.
5. Obtained necessary demographic and emergency contact information during pre-service visits.
6. Identified patient co-pays and deductibles, ensuring collection at the point of service.
7. Maintained accurate records and documentation to support compliance and audit requirements.

Registration Specialist
Summit Peak Industries
📅 Apr / 2023-Apr / 2024
📍 Denver, CO

1. Managed patient check-in processes, verifying and updating medical records promptly.
2. Provided exemplary customer service by answering phones and greeting patients courteously.
3. Processed patient payments efficiently and issued accurate receipts.
4. Reconciled daily cash transactions to ensure financial accuracy.
5. Prepared patient charts and fee slips for upcoming appointments, enhancing workflow.
6. Coordinated and rescheduled patient appointments to optimize clinic efficiency.

EDUCATION

Associate of Applied Science in Health Information Technology
Springfield Community College
📅 Apr / 2022 - Apr / 2023
📍 Toronto, ON

Focused on healthcare data management, patient registration systems, and compliance.

SKILLS

Patient Registration Procedures

Registration Processes

Follow-up Skills

Inventory Management

Compliance Knowledge

Billing Procedures

INTERESTS

🎙 Podcasts
🌐 Language Learning
🎵 Dancing
🚲 Cycling

STRENGTHS

- Intuition
- Leadership
- Listening
- Mentorship

LANGUAGES

English
Spanish
Russian

ACHIEVEMENTS

⭐ Improved patient check-in efficiency by 30% through streamlined processes.

⭐ Achieved a 95% accuracy rate in patient data entry and insurance verification.