



JACKSON TURNER

Registration Specialist

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PROFESSIONAL SUMMARY

Dynamic Registration Specialist with 7 years of experience in healthcare, expertly managing patient registrations and ensuring compliance with industry standards. My commitment to exceptional service and streamlined processes has consistently enhanced patient satisfaction. I look forward to utilizing my skills to drive operational excellence and foster a supportive environment in a dedicated healthcare team.

WORK EXPERIENCE

Registration Specialist

Blue Sky Innovations

📅 Apr / 2020 - Ongoing

📍 Chicago, IL

1. Conducts in-person and telephone registration interviews, ensuring accurate data collection.
2. Enters patient data into the system, prints registration forms, and compiles necessary documents for processing.
3. Educates patients on insurance regulations, testing locations, and available hospital services.
4. Interprets physician orders and correlates diagnoses for accurate patient records.
5. Screens medical necessity and distributes Advance Beneficiary Notices as required.
6. Ensures compliance with HIPAA by distributing and documenting Privacy Notices.
7. Fosters a customer-centric approach in all interactions, enhancing patient experiences.

Registration Specialist

Cactus Creek Solutions

📅 Apr / 2018 - Apr / 2020

📍 Phoenix, AZ

1. Ensures accuracy of patient information, including date of birth, social security number, and address.
2. Verifies insurance eligibility across various plans including HMO, PPO, Medicare, and private insurance.
3. Manages pre-certification documentation to ensure compliance for services rendered.
4. Possesses extensive knowledge of medical billing and records management.

EDUCATION

Bachelor of Science in Health Administration

University of Phoenix

📅 Apr / 2016 - Apr / 2018

📍 Denver, CO

Focused on healthcare management, patient care systems, and regulatory compliance.

SKILLS

Bilingual In English And Spanish With Strong Multitasking Abilities

Data Entry

Time Management

Regulatory Compliance

Workflow Management

INTERESTS

🔧 Woodworking

🔭 Star Gazing

★ Theatre

🏠 Architecture

STRENGTHS

😊 Politeness

🚩 Determination

🚀 Ambition

✅ Dedication

LANGUAGES



English



Russian



German

ACHIEVEMENTS

- ★ Improved patient registration accuracy by 30% through meticulous data management.
- ★ Streamlined the insurance verification process, reducing turnaround time by 25%.