

# ROBERT SMITH

## Sr. Patient Registration Clerk

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

### SUMMARY

Detail-oriented with experience performing medical clerical duties in office environment. Managed several departments in a very busy hospital setting. Recently, obtained Medical Administrative Technician certificate.

### CORE COMPETENCIES

Computer Literate, Microsoft Office Proficiency, Communication.

### PROFESSIONAL EXPERIENCE

#### Sr. Patient Registration Clerk

Choctaw Nation Health Care - May 2012 – 2019

##### Key Deliverables:

- Registered all patients entering the facility include; Admissions, Pre-Admissions, Outpatient Surgeries, Laboratory, and Emergency Room.
- Gathered complete and accurate data to complete the registration process; efficiently and expeditiously.
- Directed email to appropriate departments and staff.
- Operated PBX switchboard relaying incoming and outgoing calls.
- Responsible for a pre-census, final census, and registrations for all In-patient, Same-Day Surgery, Outpatient, and Emergency Room patients.
- Maintained a general info center, acting as a receptionist and welcome center to all persons entering the front lobby of ER and Admissions.
- Create new patient charts, verify insurance, educate the customer of invoice balance, input demographics in the Physician Manager database, collect monies, balance money drawer, operate fax, copier, and media machines set appointments.

#### Patient Registration Clerk

ABC Corporation - 2008 – 2012

##### Key Deliverables:

- Gathering, reviewing, and entering patient information and insurance.
- Collect and enter co-pays and deductibles.
- Copy all documents.
- Review admission packet with patients and collect consent for treatment.
- Register and direct patients to appropriate departments.
- Attend all required Safety-training programs.
- Manage difficult or emotional customer situations.

### EDUCATION

# Patient Registration Clerk Study Guide

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## **Patient Registration Clerk Study Guide:**

**The Managed Health Care Handbook** Peter Reid Kongstvedt, 2001 This thoroughly revised and updated book provides a strategic and operational resource for use in planning and decision making The Handbook enables readers to fine tune operation strategies by providing updates on critical managed care issues insights to the complex managed care environment and methods to gain and maintain cost efficient high quality health services With 30 new chapters it includes advice from managers in the field on how to succeed in every aspect of managed care including quality management claims and benefits administration and managing patient demand The Handbook is considered to be the standard resource for the managed care industry

**Information Communication Occupations; a Suggested Curriculum Guide** United States. Office of Education, 1970

**Military-civilian Job Comparability Manual** United States. Office of the Assistant Secretary of Defense (Manpower and Reserve Affairs), 1972

Dictionary of Occupational Titles , 1991

**Evidence-Based Practice for Nursing and Healthcare Quality Improvement** Geri LoBiondo-Wood, Judith Haber, Marita G. Titler, 2018-07-25 Selected for Doody's Core Titles 2024 with Essential Purchase designation in Quality Improvement 2019 AJN Book of the Year Award Recipient in the Advanced Practice Nursing category Equip yourself to expertly conduct EBP or quality improvement projects Written by renowned EBP experts LoBiondo Wood Haber Titler Evidence Based Practice for Nursing and Healthcare Quality Improvement provides a straightforward yet comprehensive guide to planning and conducting EBP and quality improvement projects This brand new full color richly illustrated textbook begins with foundational content and then works through the processes of developing and exploring clinical questions implementing results and disseminating information The book's content and approach have been developed specifically with the adult learner in mind with multiple full text appendix articles referenced throughout as examples along with unique pedagogical aids including EBP Tips and EBP Key Points to ground concepts in a real life context NEW Written by renowned EBP experts LoBiondo Wood Haber Titler to provide a straightforward yet comprehensive guide to planning and conducting EBP and QI projects NEW A straightforward practical approach begins with foundational content and then works through the processes of developing and exploring clinical questions implementing results and disseminating information NEW Developed specifically with the adult learner in mind with multiple full text appendix articles referenced throughout as examples along with unique pedagogical aids including EBP Tips and EBP Key Points to ground concepts in a real life context

Dictionary of Occupational Titles: Occupational classification and industry index United States Employment Service, 1965

*Clinical Anthropology 2.0* Jason W. Wilson, Roberta D. Baer, 2022-02-10 Clinical Anthropology 2.0 presents a new approach to applied medical anthropology that engages with clinical spaces healthcare systems care delivery and patient experience public health as well as the education and training of physicians In this book Jason W Wilson and Roberta D Baer highlight the key role that medical anthropologists can play on interdisciplinary care teams by improving patient experience and medical education Included

throughout are real life examples of this approach such as the training of medical and anthropology students creation of clinical pathways improvement of patient experiences and communication and design patient informed interventions This book includes contributions by Heather Henderson Emily Holbrook Kilian Kelly Carlos Osorno Cruz and Seiichi Villalona

Monitoring Tools for Setting up The Hospital Project Ajay Garg,2023-11-06 Compared to other commercial buildings hospital buildings are one of the most complex buildings projects to plan design build and operate A well planned set of all the activities involved in construction and setting up the hospital contributes a lot to reducing errors avoiding modifications completing a project on time reducing the modification costs decreasing or controlling infection rate protecting patients and staff from injury increase patient s recovery rate and increase staff satisfaction It is a fact that each hospital project department involves many individual departments providing services procurement of equipment workforce recruitment licensing and establishing a set of Standard Operating Procedures SOPs Apart from this it is necessary to start the particular activity well on time to make it a success in the scheduled period If the start of the activity is delayed it can delay the total project It is noticed that the site engineer makes a lot of mistakes while setting up the departments The reason for such mistakes can be like forgetting any particular activity not completing the activity on time etc In this book we have tried to address all such issues detailed all the activities in a tabular form and explained each activity in detail for the individual department of the hospital The table also contains the columns to plan the start and end date of the activity The table will also help assess the activity s progress and the person responsible for such activity The book has been written keeping in mind the timely completion of all the activities involved in setting up and furnishing the hospital s departments The book contains all such activities right from the initial setting up of the departments to the final inauguration of the hospital This book is helpful to the designers promoters site engineers architects and engineers in planning the activity its start and end linking it with other activities monitoring the activity etc well in advance As the book is in very easily understandable English language it may be a great help to students of Hospital Management Para Medical Sciences Architecture Site Engineers Site Supervisors Hospital Promoters Planners and Designers *Dictionary of Occupational Titles* United States Employment Service,1965 *Maximizing The Enterprise Information Assets* Timothy Wells,Christine Sevilla,2003-05-27 The ramifications of this new Information Age are still not well understood Most businesses do not know how to turn their information into a beneficial capital asset Unfortunately their focus has been almost exclusively on technology while human and managerial factors are left unexplored *Maximizing the Enterprise Information Assets* defi *Information and Communication Technologies for Development* Jyoti Choudrie,M. Sirajul Islam,Fathul Wahid,Julian M. Bass,Johanes Eka Priyatma,2017-05-15 This book constitutes the refereed proceedings of the 14th IFIP WG 9 4 International Conference on Social Implications of Computers in Developing Countries ICT4D 2017 held in Yogyakarta Indonesia in May 2017 The 60 revised full papers and 8 short papers presented together with 3 keynotes were carefully reviewed and selected from 118

submissions The papers are organized in the following topical sections large scale and complex information systems for development women empowerment and gender justice social mechanisms of ICT enabled development the data revolution and sustainable development goals critical perspectives on ICT and open innovation for development the contribution of practice theories to ICT for development agile development indigenous local community grounded ICT developments global sourcing and development sustainability in ICT4D and information systems development and implementation in Southeast Asia Also included are a graduate student track current issues and notes The chapter An Analysis of Accountability Concepts for Open Development is open access under a CC BY 4.0 license via link [springer.com](https://www.springer.com) **More Mock Tracers**, 2011 More Mock Tracers a follow up to the best selling Mock Tracer Workbook presents a new collection of practical easy to understand instructions and exercises to help health care professionals conduct an effective tracer in any health care setting Health care organizations can use tracers the way surveyors do to evaluate an individual's care or a specific care process as part of a system to examine their own systems and processes identify unwanted trends and implement changes as part of an ongoing improvement process **Information Communication Occupations (U.S.O.E. Classification Code 14.0400)** C.E. Leslie and Associates, 1970 Ten Monographs of the Committee on Dispensary Development of the United Hospital Fund of New York United Hospital Fund of New York. Committee on dispensary development, 1925 Michigan Township Officers' Guide, 1926 Michigan. Department of State, 1926 **The Definitive Guide to Emergency Department Operational Improvement** Jody Crane, MD, MBA, Chuck Noon, PhD, 2019-11-25 This revised and updated book explores the academics behind managing the complex service environment that is the Emergency Department ED by combining applied management science and practical experiences to create a model of how to improve operations This book offers a presentation of Lean tools used in the ED along with basic and advanced flow principles It then shows how these concepts are applied and why they work supported by case studies in which Lean principles were used to transform an underperforming ED into a world class operation After reviewing best practices the authors explain how to achieve excellence by discussing the elements of creating a culture of change **Hospital and Physician's Manual for Birth and Fetal Death Registration Including Vital Statistics Statutes and Regulations** Minnesota. Division of Vital Statistics, 1971 *The Trained Nurse and Hospital Review*, 1915 **Manual**, 1928 *Selected Characteristics of Occupations by Worker Traits and Physical Strength* United States. Bureau of Employment Security, 1968

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