

# 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

**Minnesota. Division of Vital Statistics**



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

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