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## Admissions Specialist Resume

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### Job Objective

Seeking position as an Admissions Specialist in which my abilities as a specialist can be utilized to the fullest.

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### Summary of Qualifications:

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- Excellent knowledge of screening, admissions and insurance issues
  - Sound experience working in a behavioral health care setting
  - Good knowledge of insurance plans and third party requirements
  - In-depth knowledge of risk assessment, psychiatric diagnoses symptomology, crisis and behavior management
  - Familiarity with local, state government and federal programs
  - Proficient with the Meditech system, showing ability to enter and retrieve data
  - Profound ability to work effectively with patients, family members and staff
  - Superior detail and follow-up skills
  - Excellent written and verbal communication skills
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### Work Experience:

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Admissions Specialist, May 2006 – Present  
Catholic Health Initiatives, Tampa, FL

- Performed to complete registration procedure, insurance verification, accounts follow-up and pre-certification.
- Explained financial requirements to the patient or responsible party.
- Verified patient client demographic information.
- Compiled and distributed patients' information and financial status.
- Operated and maintained all office equipment of health care facility.

Admissions Specialist, March 2003 – April 2006  
Catholic Charities, Tampa, FL

- Handled all intake functions and quality assurance needs.
  - Maintained client and administrative reports and records.
  - Provided diagnostic assessments, treatment plans and appropriate clinical interventions.
  - Coordinated with supervisor for case consultation and other service related needs.
  - Participated in staff meetings, peer case consultations, in-services, case record reviews and CQI process.
  - Assisted with marketing plan and strategies.
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### Education:

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Master's Degree in Social Worker, Northeastern State University, Tahlequah, OK

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