
Admitting Clerk Resume

Job Objective

Seeking an Admitting Clerk position in a stable company where I can use my skills to benefit the company.

Summary of Qualifications:

- Knowledgeable in government insurance documents including HMO's and PPO's
 - Highly experienced with medical office procedures
 - Boasts typing speed of 35 words/min
 - Excellent oral and written communications skills
 - Excellent customer service skills; high level of interpersonal skills
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Work Experience:

Admitting Clerk, May 2004 – Present
Weirton, Little Rock, AR

- Carried out general clerical duties such as filling out request forms, distributing communication between the various hospital departments, obtained signatures, and registering patients.
- Gathered and recorded necessary patient data to create billable patient accounts.
- Ensured that patient safety and other safety practices are followed.
- Explained the hospital's financial policy to patients and their families.

Admitting Clerk, March 2002– April 2004
McKenzie Regional Hospital, Little Rock, AR

- Interviewed incoming patients and keyed in the necessary data needed for admission into the computer.
 - Received patient payments and helped with collection activities as required.
 - Ensured that the staff schedule was maintained.
 - Took over as Guest Service/Scheduler when he/she is on a break.
 - Accomplished pre-certification and verification of admitted patients.
 - Managed patient data on the computer, and was responsible for data reporting, data retrieval, and others.
 - Inspected mistakes in patient invoices.
 - Performed Customer Service tasks.
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Education:

Associate Degree in Public Relations, Owens Community College, Perrysburg, OH

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