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## Certified Tumor Registrar Resume

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### Job Objective

Gain employment as Certified Tumor Registrar in a well established firm where I can apply my skills and knowledge.

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### Highlights of Qualifications:

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- Exceptional experience in administering various phases of registry activities
  - Deep knowledge of medical record filing systems
  - Profound knowledge of medical coding and various tumors
  - Good understanding of tumor registry theory and operations
  - Wide knowledge of registry fundamentals and responsibilities
  - Proficient with Microsoft Office Applications
  - Familiarity of ICD9CM coding processes and computer applications
  - Ability to prioritize work to resolve issues
  - Ability to adapt to changes in various work schedule
  - Ability to analyze customer requirement efficiently
  - Ability to communicate with patients and family members
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### Professional Experience:

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Certified Tumor Registrar

Parma Community General Hospital, Garden City, NY

August 2007 – Present

- Coordinated with physicians to evaluate patient charts and resolve issues.
- Developed various patient charts as per cancer program standards.
- Collected data for cancer and tumor registry and ensured quality assurance.
- Performed case finding activities as per patient pathology reports.
- Maintained patient database and provided update to clinical status.
- Ensured accuracy of all data collected by physicians for healthcare facilities.
- Provided treatment to various cancer patients as per standard manual.
- Developed reports and provided technical support to all processes.

Certified Tumor Registrar

The Methodist Hospital, Garden City, NY

May 2004 – July 2007

- Performed various research for all quality control activities.
  - Assisted in data collection process and facilitated activities.
  - Analyzed reports and assisted to resolve all issues for registrar processes.
  - Maintained accuracy of all cancer patient data and assisted in accurate diagnosis.
  - Coordinated with conference facilitator and performed regular follow up.
  - Scheduled various cancer conferences and prepared case presentations.
  - Provided assistance to manger in various cancer program activities.
  - Participated in all continuous improvement activities for tumor patients.
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### Education:

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Associate Degree in Health Information Management

Southern Maine Community College, South Portland, ME

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