

---

## Emergency Room Clerk Resume

---

### Job Objective

Seeking to obtain an Emergency Room Clerk position with an organization where I can utilize my clerical skills and be an asset to the employer.

---

### Work Experience:

---

Emergency Room Clerk, May 2004 – Present  
South San Francisco-Hospital, Elkhart, IN

- Registered, computed cash collection and scheduled patient appointments.
- Performed general information and problem solving for patients.
- Demonstrated service-oriented approach and ensured openness to creative and innovative approaches to provide service characterized by culturally sensitive.
- Demonstrated courtesy through respectful and polite communication.
- Familiarized with medical center and motivated to assist patients with questions and concerns.
- Volunteered to politely communicate with patients.

Emergency Room Clerk, March 2002 – April 2004  
Kaiser Permanente, Elkhart, IN

- Administered registrations, forms completion, determination and collection of fees.
  - Obtained patient consents, printing of forms, armbands, etc.
  - Computed collection on patient accounts.
  - Generated chart and x-ray locator slips, patient information etc.
  - Assisted in verification of insurance and obtaining pre-certifications.
  - Performed criteria available for review in Ambulatory Services.
- 

### Summary of Qualifications:

---

- Ability to skillfully interact with patients, family and visitors
  - Familiar with medical terminology
  - Effective written and verbal communication skills
  - Typing speed of 50 W.P.M
  - Able to work and respond in highly stressful hospital environment
  - Ability to lift up to 50 lbs
  - Familiar with Word, Excel and database software
- 

### Education:

---

Associate Degree in Public Relations, Pima Community College, Tucson, AZ

[Build your Resume Now](#)