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## Emergency Room Registrar Resume

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### Job Objective

To work as Emergency Room Registrar for your organization where I will get an opportunity to further hone my skills.

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### Highlights of Qualifications:

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- Admirable experience in administering registrar functions of emergency room
  - Deep knowledge of insurance billing and regulations
  - Huge knowledge of medical terminology and anatomy
  - Familiarity with HCFA forms and HIPPA compliance
  - Proficient with CTR computer terminals and office equipments
  - Ability to comply to verbal and written instructions
  - Ability to performed behavioral competency
  - Ability to ensure correct spelling in all typed documents
  - Ability to provide population specific services
  - Ability to determine which patients are scheduled
  - Ability to determine registration status and financial clearance
  - Ability to maintain and file department records.
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### Professional Experience:

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Emergency Room Registrar  
White Plains Hospital Center, Ashland, OR  
August 2007 – Present

- Assisted patients and provided all required documents.
- Evaluated eligibility of all Medicaid processes and visits.
- Developed and maintained an efficient registration log book.
- Coordinated with health source department and obtained authorization for ER patients.
- Maintained records for department and maintained files.
- Answered all phone calls and directed to appropriate department if required.
- Analyzed patient treatment and obtained signature of witnesses.
- Assisted in registration form of patients and prepared appropriate billing.

Emergency Room Registrar  
Community Health Systems, Ashland, OR  
May 2004 – July 2007

- Provided optimal level of customer services for patients and hospital staff.
  - Maintained optimal quality standards for services for productivity.
  - Managed quality assurance tools and ensured optimal utilization of registration process.
  - Monitored non authorized procedures and informed medical provider if required.
  - Assisted in collection of all patient payments and ensured financial liability.
  - Established appropriate responsibility for patients.
  - Provided required information to patients for financial processes.
  - Maintained accuracy in Meditech systems and provided update to system.
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### Education:

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Associate Degree in Health Information Management  
Central Community College, Columbus, NE

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