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## Er Registrar Resume

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### Job Objective

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Seeking the position of ER Registrar in a well known organization.

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### Highlights of Qualifications:

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- Strong experience in administering registrar function for hospital environment
  - Exceptional knowledge of insurance billing processes
  - Outstanding knowledge of emergency room procedures
  - Wide knowledge of various health care insurance plans
  - Ability to maintain professional relationship with public
  - Ability to comply to department standards
  - Ability to communicate with staff members
  - Ability to enter accurately all data into the hospital information system
  - Skilled in collecting insurance co-pays, deductibles, and self-pay amounts
  - Ability to work in fast pace environment
  - Familiarity with all hospital emergency procedures
  - Solid understanding of all CTR computer terminals
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### Professional Experience:

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ER Registrar  
Catholic Health Initiatives, Hillsboro, OR  
August 2007 – Present

- Coordinated with various team members and provided support.
- Ensured compliance to all ER standards and guidelines.
- Maintained sensitive data and ensured confidentiality of information.
- Monitored activities and ensured compliance to core values of hospital.
- Managed patient flow in hospital for all clinical processes and completed forms.
- Assisted in collection of all co payments and balances from patients.
- Maintained record of patient demographics on computer systems.

ER Registrar  
Centennial Medical Center, Hillsboro, OR  
May 2004 – July 2007

- Performed regular scanning of all patient documents on optical imaging system.
  - Conducted patient interviews and explained all hospital policies.
  - Analyzed forms and performed medical necessity validation as per requirement.
  - Administered patient inquires for all registration process.
  - Evaluated insurance eligibility of patients through coordination with company.
  - Obtained all required demographic and financial information from patients.
  - Assisted in collection of payments for patients for data of service.
  - Monitored registration of patients for emergency room of hospital.
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### Education:

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Associate Degree in Health Information Technology  
Inver Hills Community College, Inver Grove Heights, MN

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