
ER Registration Clerk Resume

Job Objective

Seek an ER Registration Clerk position where I can apply my experience and efficiently contribute to the company's growth.

Work Experience:

ER Registration Clerk, May 2004 – Present
Quallion LLC, Wichita, KS

- Administered registration of patients and passed on information to required hospital departments.
- Provided exceptional customer service and interacted effectively with physicians, patients, residents, visitors, staff and the health care community.
- Adhered to organizational and departmental specific safety standards and guidelines.
- Conducted patient interviews to obtain required information, complete requested forms, and obtain signatures.
- Clarified hospital's financial policy.

ER Registration Clerk, March 2002 – April 2004
ABM Industries, Wichita, KS

- Administered to register emergency room patients efficiently and accurately by obtaining appropriate signatures.
 - Completed all required forms and providing patient information as required by state and federal regulations.
 - Verified insurance information according to department procedures and ensured that required pre-authorizations/pre-certifications has been obtained.
 - Managed to request and collect cash from patients according to policy and procedures by informing them of their payment options.
 - Answered all Quires related to payment plans, financial assistance programs and compassionate care program.
 - Coordinated registration and diagnosis information with physician offices and service areas to minimize inconvenience to patient.
 - Volunteered to visit patients in their room to complete or validate account and registration information.
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Summary of Qualifications:

- Sound knowledge of hospital administration
 - Knowledge of medical terminology and service to patients
 - Typing speed of 50 W.P.M
 - Working knowledge of insurance policies and claims
 - Able to perform clerical duties relating to care of patients
 - Excellent communication skill to maintain good relations with customers and co-workers
 - Exceptional ability to follow polices and procedures
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Education:

Associate Degree in Public Relations, Salt Lake Community College, Salt Lake City, UT

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