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## Hospital Clerk Resume

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### Job Objective

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Seeking a Hospital Clerk position in a stable company where I can use my skills to benefit the company.

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### Work Experience:

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Hospital Clerk, May 2004 – Present  
Montgomery General Hospital, Elkhart, IN

- Engaged to deal with release of information requests including retrieving patient's medical and returning charts.
- Managed scanning medical record accurately and correctly and transmit.
- Managed to validate requests and authorizations for release of medical information according to established procedures.
- Ensured to drop off charts for signatures in the clinic and also pick up lab reports.

Hospital Clerk, March 2002– April 2004  
Erie County Medical Center, Elkhart, IN

- Provided excellent customer service with attention and respectfulness.
  - Ensured understanding of customer request and follow-through as promised.
  - Managed to receive incoming requests including opening mail.
  - Performed quality checks on all work to assure accuracy of the release, confidentiality, and appropriate invoicing.
  - Handled walk-ins and telephone inquiries.
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### Summary of Qualifications:

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- In-depth knowledge of hospital rules and regulations
  - Proactive in Identifying client concerns and problems
  - Ability to make sound judgments and possess critical thinking
  - Able to deliver care within multi-disciplinary approach
  - Ability to integrate technical, psychological, social, intellectual and physical skills
  - Ability to work under extreme stress and pressure
  - Ability to lift up to 50 lbs
  - Ability to handle multiple tasks
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### Education:

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Associate Degree in Medical Office Assistant, Central Piedmont Community College, Charlotte, NC

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