
Hospital Registrar Resume

Job Objective

To obtain the position of Hospital Registrar in your firm.

Highlights of Qualifications:

- Excellent experience in monitoring front office functions for healthcare environment
 - Deep knowledge of various forms of medical health insurances
 - Ability to analyze and interpret data
 - Ability to provide services to various customers
 - Ability to resolve all ordering treatment issues
 - Ability to complete all insurance forms efficiently
 - Familiarity with medical terminology, third party payers, billing requirements and reimbursement methods
 - Ability to fix appointment and update system
 - Ability to provide information and redirect calls appropriately
 - Ability to maintain chronological log of patients
 - Typing speed of 40 WPM
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Professional Experience:

Hospital Registrar
Northeast Baptist Hospital, Stockton, CA
August 2007 – Present

- Obtained required pre certification and authorization from patients.
- Participated in various patient interviews to explain hospital policies.
- Conducted interviews with patients to evaluate appropriate insurance coverage.
- Provided training to all new registrar staff members for hospital.
- Coordinated with management and maintained minimum level of error rates.
- Ensured completion of all forms and collected co payments.
- Maintained and utilized online system for insurance companies.
- Gathered patient demographic information for hospital procedures.

Hospital Registrar
Mission Trail Baptist Hospital, Stockton, CA
May 2004 – July 2007

- Managed patient charts and monitored workflow of paperwork.
 - Managed all policies questions and provided appropriate answers.
 - Obtained all necessary signatures from patients for treatments.
 - Assisted collection of patients and calculated final payment to hospital.
 - Evaluated insurance and pre certification authorizations.
 - Maintained patient charts and ensured accuracy of information.
 - Interviewed patients and obtained all required information as per requirement.
 - Analyzed registration process for patient for admission.
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Education:

Bachelor's Degree in Health Information Management
New Jersey City University, Jersey City, NJ

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