
Medical Registration Clerk Resume

Job Objective

To obtain a Medical Registration Clerk position that fully utilizes my experience and abilities.

Work Experience:

Medical Registration Clerk
Ohio Valley General Hospital, Bakersfield, CA
May 2004 – Present

- Ensured to accurately record all information on Fast Track Patient.
- Managed to coordinate the admissions.
- Captured, recorded and computed accurate demographic and financial data.
- Ensured collections, co-pays to patient's accounts and issued receipts.

Medical Registration Clerk
Cheshire Medical Center, Bakersfield, CA
March 2002– April 2004

- Performed financial counselors' functions in his absence.
 - Assisted to direct patients, visitors, and promoted positive guest relations.
 - Ensured to accurately obtain demographic and insurance information.
 - Obtained insurance authorizations and pre-certifications
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Summary of Qualifications:

- Wide experience as registration clerk in a medical industry
 - Vast knowledge in medical issues and medical terminology
 - Ability to handle and coordinate admissions and medical registrations
 - Ability to manage and update high volume of medical records
 - Proficient in billing cycles, coding and registration processes
 - Familiar with ICD 9 codes to check for medical necessity for Medicare patients
 - Ability to interact with hospital personnel and physicians
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Education:

AAS Degree in Medical Office Assistant
Houston Community College, Houston, TX

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