
Patient Access Specialist Resume

Job Objective

To acquire a position as a Patient Access Specialist that allows me to use my abilities to enhance and grow with the company.

Highlights of Qualifications:

- Admirable experience in managing work in compliance with EMTALA
 - Operational knowledge of PC and CRT printer working
 - Exceptional knowledge of all procedures of hospital
 - Remarkable ability to multitask and prioritize work
 - Sound ability to work independently
 - Skilled to type at speed of 35 word per minute
 - Excellent customer service skills
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Professional Experience:

Patient Access Specialist
Advocate Health Care, Newark, NJ
May 2006 – Present

- Monitored effective working of all technical activities for various referrals and completed required documentation for same.
- Evaluated benefits and eligibility of all patients for reimbursements and verified accounts with appropriate sources.
- Maintained and updated information regularly on Hospice information system and recorded all details of patients.
- Prepared and revised staffing schedule on regular basis and evaluated work of all employees.
- Coordinated with patients and scheduled routine visits as required.
- Managed all data regarding admissions and updated discharge of automated systems.
- Performed research for automated systems and verified licenses.
- Participated in various improvement activities.

Patient Access Specialist
MetroHealth, Newark, NJ
March 2003 – April 2006

- Administered all interviews for patients and emergency care patients.
 - Assisted customers with explaining all hospital policies and obtained required signatures.
 - Maintained star system accurately and entered all demographic and financial data accurately.
 - Ensured confidentiality of all customer documents.
 - Evaluated all insurance benefits and calculated fee schedule.
 - Monitored work and ensured well being all patients according to Federal and State policies.
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Education:

High School Diploma
Bismarck High School, Bismarck, AR

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