
Patient Registrar Resume

Job Objective

To work as Patient Registrar for your organization where I will get an opportunity to further hone my skills.

Highlights of Qualifications:

- Exceptional experience in managing front office activities for patient registry
 - Deep knowledge of medical and insurance terminology and coding
 - Proficient with various computer programs and services
 - Wide knowledge of insurance-plan codes and managed care contract
 - Good understanding of outpatient ICD-9 codes
 - Familiarity with computerized medical office billing processes
 - Ability to resolve issues according to standards
 - Ability to ensure patients are aware of medical policies and procedures
 - Ability to obtain accurate and complete patient financial information
 - Ability to answer phone, greet customers, and perform data entry simultaneously
 - Ability to interpret various business policies and documents
 - Ability to coordinate with co workers and clients
 - Ability to ensure accuracy of language
 - Ability to type a minimum of 50 wpm
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Professional Experience:

Patient Registrar
Glens Falls Hospital, Waltham, MA
August 2007 – Present

- Assisted to collect all charge tickets and managed reconciliation.
- Coordinated with patients to cancel and reschedule all appointments.
- Maintained neat and clean lobby at all times.
- Managed correspondence with clients on regular basis and assisted to discharge patients.
- Evaluated physician notes and instruction for patients.
- Monitored routine request from visitors and patients and provided information.
- Provided appropriate response to all customer requirements.
- Ensured accuracy of all patient information and highlighted any special conditions.

Patient Registrar
White River Health System, Waltham, MA
May 2004 – July 2007

- Administered patient placement for all work and rehabilitation processes.
 - Maintained all medical records for patients as per required guidelines.
 - Prepared financial requirements for all the patients.
 - Scheduled activities for all patients as per required regulations.
 - Coordinated with internal and external sources for all bed reservations.
 - Evaluated forms and ensured compliance to all required guidelines.
 - Obtained required signatures from family members on all registration forms.
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Education:

Associate Degree in Health Information Management
John Tyler Community College, Chester, VA

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