
Patient Registration Representative Resume

Job Objective

Seeking a Patient Registration Representative position that offers an immediate challenge, career opportunity and advancement.

Highlights of Qualifications:

- Highly experienced in conducting and coordinating patient pre-admission, registration, and transfers
 - Sound knowledge of medical billing, payment processing, and customer service practices
 - Operational knowledge of computer, internet, voice mail system, fax machine, and photocopier
 - Familiarity with various medical insurance and related rules and regulations
 - Ability to maintain patient privacy and confidential patient information
 - Ability to collect and document medical information, insurance data, and payments from patients
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Professional Experience:

Patient Registration Representative
Anna Jaques Hospital, Oakland, CA
August 2012 – Present

Responsibilities:

- Greeted, directed, and escorted patients to their designated areas.
 - Initiated and completed interviewing and registration of patients, in a professional manner.
 - Verified and recorded all necessary medical and insurance information submitted by the patients.
 - Selected and assigned rooms and beds to newly-admitted patients, as per availability.
 - Obtained and verified patient's signatures on all required forms and documents.
 - Handled and responded to service related issues and complaints of patients, effectively.
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Patient Registration Representative
Boulder Medical Center, Oakland, CA
May 2009 – July 2012

Responsibilities:

- Answered phone calls, checked-in patients, and informed them about facility policies.
 - Handled and conducted patient registration process, promptly and professionally.
 - Secured and verified patient's signatures on registration forms, as per agency policies.
 - Gathered, validated, and documented all required medical, insurance, and billing information from patients.
 - Received and processed payments from customers for patient admission.
 - Checked bed availability and assigned beds to newly-registered patients, accordingly.
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Education:

Bachelor's Degree in Business Management
Kenyon College, Gambier, OH

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