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## Registration Clerk Resume

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### Job Objective

To obtain a Registration Clerk position that will allow me to utilize my skills and has potential for growth.

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### Work Experience:

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Registration Clerk  
Cheshire Medical Center, Brook Park, OH  
May 2004 – Present

- Maintained professional appearance to ensure customers receive courteous attention.
- Communicated schedule of sales and current sale policies and procedures to customers.
- Performed dealer bank credit authorizations.
- Computed dealer registration information.

Registration Clerk  
Wayne Memorial Hospital, Brook Park, OH  
March 2002– April 2004

- Monitored and controlled all area conditions, vehicles, property and equipment.
  - Conducted daily inspections to determine standards.
  - Ensured pre-admission registration of all patients into the hospital.
  - Assisted in monitoring and purchasing office supply purchases.
  - Ensured capturing and recording accurate demographic and financial data.
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### Summary of Qualifications:

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- Huge experience in administering registrations in health field
  - Deep Knowledge of medical terminology
  - Familiarity with health insurance, coverage, claims and interpretations
  - Ability to schedule appointments for tests and scans
  - Skills in obtaining appropriate information from all patients, from pediatric to geriatric
  - Intense knowledge of rules, policies and guidelines relating to registration activities
  - Skills in organizing and updating files and documents
  - Ability to operate printers, photocopiers, fax machine and multi-line phone systems
  - Excellent reasoning and analytical skills
  - Knowledge of Microsoft Office suite and other related applications
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### Education:

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Associates degree in Accounting  
Community College of Rhode Island, Warwick, RI

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