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## Registration Specialist Resume

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### Job Objective

To obtain a position as Registration Specialist in which my skills can help to increase the number of clients and sales for the company.

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### Highlights of Qualifications:

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- Huge experience in registering patients in a hospital and medical clinic
  - In-depth knowledge of healthcare registration setting
  - Comprehensive knowledge of the principles of growth and development over the life span
  - Ability to deal effectively with conflict situations
  - Ability to interpret the appropriate information needed in order to provide care
  - Ability to type 45 WPM
  - Ability to solve problems within the established policies and procedures
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### Professional Experience:

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Registration Specialist  
Advocate Health Care, Peoria, IL  
May 2006 – Present

- Registered patients via incoming patient calls.
- Registered patients through phone contact by using AHC System reports.
- Solved and assisted patient's with any other issues.
- Coached and acted serves as a back-up to the Central Business Office-Customer Service Unit.
- Analyzed insurance and fax information obtained from the individual AHC Centers.
- Utilized various website to check patient eligibility.

Registration Specialist  
North Memorial Health Care, Peoria, IL  
March 2003 – April 2006

- Assured patients are registered in a timely and accurate manner.
  - Entered patient demographic and insurance information into the computer systems.
  - Entered all benefit information into the computer system.
  - Maintained minimum level of error rates given by management.
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### Education:

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High School Diploma  
Nightmute School, Nightmute, AK

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