
Medical Registrar Resume

Job Objective

Seeking a Medical Registrar position where I can use my abilities to help your company advance.

Highlights of Qualifications:

- Sound experience in monitoring all health insurance plans and verification
 - Outstanding knowledge of departmental policies and procedures
 - Exceptional knowledge of 3rd party billing and registration
 - Good understanding of medical terminology, ICD-9 and CPT coding
 - Ability to coordinate with all staff members
 - Ability to operate various office equipments
 - Ability to communicate with all clients and staff members
 - Proficient with Microsoft Office applications
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Professional Experience:

Medical Registrar
Baptist Medical Center, Manchester, NH
August 2007 – Present

- Assisted in collection of all non clinical data for registration activities.
- Evaluated all forms and ensured accuracy of information and appropriate signatures.
- Monitored collection of payments on various deductibles.
- Coordinated with incoming patients and obtained necessary financial information.
- Assisted nursing staff for all medical emergencies.
- Maintained patient charts and prepared all necessary paperwork.

Medical Registrar
St. Vincent's Medical Center, Manchester, NH
May 2004 – July 2007

- Conducted registration processes for all patients for central registration.
 - Performed search for all patient files and ensured duplicate records.
 - Conducted interviews with patients and obtained accurate patient information.
 - Obtained signatures of patients or family members on registration form.
 - Managed regular communication with hospital business office.
 - Managed all individual bank deposits for medical staff members.
 - Assisted staff members in scheduling and clinical department.
 - Evaluated registration forms and provided required update
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Education:

Associate Degree in Health Information Technology
West Shore Community College, Scottville, MI

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