

BRENDA LEWIS

REGISTRATION SPECIALIST

CONTACT

260-333-1234

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PROFILE

Dedicated and reliable healthcare worker pursuing a Registration Specialist role at Community Health. I'm a hard-working, driven, and compassionate self-starter willing to accept new challenges on the pathway to continued success with Community Health.

SKILLS

- PUNCTUAL
- TIME-MANAGEMENT
- MULTI-TASKING
- CUSTOMER SERVICE
- KNOWLEDGE OF INSURANCE PLANS
- STRONG MEDICAL ETHIC

EXPERIENCE

Goodman Campbell Brain and Spine

Medical Global Float / 2011- Present

- Cover all medical office positions in different departments and locations.
- Greet and escort patient and chart information to patient care areas.
- Obtain vital signs and verify complete case information.
- Help with patient imaging and surgery scheduling.
- Take Inventory by monitoring the supply list and stock supply.
- Assist providers with patient care when appropriate.
- Assist Operator, Front Desk Patient Advocate, and Medical Assistants.

Urology of Indiana

Referral Coordinator / 2009-2011

- Obtained referrals and pre-authorizations for all appointments.
- Maintained doctor surgeries and daily activities electronically into a database.
- Corresponded daily with government payors such as Medicaid and Medicare.
- Acquired benefit verification for all pain management and neurosurgeon surgeries.
- Assisted patients with pre-payments for procedures before services rendered.

Methodist Sports Medicine

Medical Records Specialist / 2005 -2009

- Prepped charts by putting documents in the correct order.
- Kept close attention to detail by identifying errors in the chart.
- Corresponded daily with government payor (Medicaid and Medicare.)

EDUCATION

IUPUI

2009 - 2013

Bachelors of Liberal Arts

General Studies

Minor in Health Administration