**Sheila Barnes**

6108 Abrams Rd # 306

Dallas, Texas 75231

214-777-3184

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**SUMMARY OF QUALIFICATIONS**

* Over twenty years of experience in Patient Registration Specialist & 18 years as Senior Patient Registration Specialist.
* Ability to fulfill supervisor duties in the absence of the immediate supervisor.
* Highly skilled in the procedures of admissions and registration of all patients into the hospital.
* Experienced in collecting and posting money to patient’s accounts.
* Securing patient’s property and valuables who are being admitted into the hospital.
* Fulfill additional tasks as assigned by Registration Manager.
* Leadership skills applied over shift.
* As senior member of registration the ability to work on own initiative in resolving complex requirements.
* Ability to address registration issues regarding clinical procedures.

**WORK EXPERIENCE**

**Dallas Medical Center**

March 2017 – Present

Patient Admissions Registration- ER

* Register patients into the emergency room.
* Obtain demographic and insurance information.
* Register patients that are pre-registered for out-patient procedures.
* Admit out-patients to in-patient status upon doctor’s orders.
* Collect monies for insurance copayments and non-insurance payments.
* Verify insurance eligibility via Passport and QA Relay applications.
* Perform financial medical screening on patients per doctor’s orders.
* Scanning of all documents into HMS system.

**Parkland Health & Hospital System**

Aug 1993-Oct 2016

Senior Registration Specialist-ER

* Responsible for weekly scheduling and workflow of staff.
* Responsible for consulting with team members regarding any registration issues.
* Responsible for monitoring dwell time of admissions.
* Responsible for ensuring daily deposits are balanced and secure.
* Responsible for overseeing the registration team’s area workflow.
* Responsible for assisting team members with registration duties.
* Responsible for securing patient’s valuables and property from all staff.
* Collaborating with supervisors and other team leads from all shifts.
* Obtained demographic information to carry out registration of patients.
* Obtained patient’s health insurance and referred patient’s to appropriate department for coverage assistance.
* Maintained bed control functions.
* Verified patient’s insurance eligibility through Trans Union system.
* Answered multiple phone lines and responded to on-call pages within the department.
* Carried out census and bed control functions to ensure proper bed placement and exact statistical data.
* Assisted in new employee training as delegated by management.

**EDUCATION**

Associates Degree in Science, Dallas County Community College, July 2013

Medical Secretary, Alaska Business College, March 1989

General Clerical, Computech Vocational School, April 1986

C.N.A., McKinney Job Corps, May 1984

**SPECIAL SKILLS AND ABILITIES**

* Profound ability to maintain confidentiality in all aspects of the job
* Good analytical skills with high accurateness
* Excellent communication skills written and orally
* Good organizational skills
* Excellent customer relation skills
* Microsoft Word, Excel, Windows, & Power Point
* TransUnion & McKesson
* Some Medical Terminology & Spanish
* Cash handling experience
* 10-key by touch
* Epic Hospital system
* Core payment system
* Professional telephone etiquette
* Leadership skills
* HMS & MEDHOST programs
* Relay Clearance Health
* OneSource Passport
* VPOS Payment