**Hospital Admission Clerk Template**

**Jane F. Wayne**

Redwood Rd., Salt Lake, Utah

Phone: 801-433-1154

[wane\_jf@ycmail.com](mailto:wane_jf@ycmail.com)

**Objective**

To be a hospital admission clerk for a large metropolitan hospital or clinic

**Summary of Qualifications**

* About 8 years of experience as an admission clerk in a medium-sized private hospital
* Excellent verbal and written communication skills in English.

**Career Experience / Job History**

**2002 – Present:  Hospital Admission Clerk, Metro Doctors Hospital**

* Work in the night shift in admitting patients into the hospital
* Get information from patients or if, unconscious, contact and obtain records of patients from family physicians and referring doctors.
* Obtain information from paramedics delivering patients into the emergency ward.
* Maintain, monitor and update hospital waiting lists
* Update hospital database with release information about patients
* Advice patients on the waiting list for admission schedule.
* Contact other hospitals in case of transfer requirements.
* Provide clerical support to nurses when requested.
* Perform other administrative duties as may be directed by the hospital administrator.

**Education**

2005 – Present:  various in-house and 3rd party seminars hospital administration.

1997 – 2002:  Bachelor of Arts in Commerce, Walden Colleges Chicago

**Professional reference will be furnished upon request.**