

Shirley (Shirl) B. Schumacher

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Work Experience:

2003 – Present

Maui Memorial Medical Center

Wailuku, Hawaii

Admitting Department/Patient Access II Senior

Register patients for inpatient admissions as well as a variety of outpatient visits, including emergency, x-ray and surgery. Gathering and verifying demographics, financial information. Verify accuracy of insurance information, contacting insurance carriers regarding claim and payment status and eligibilities, collecting copayments and deductibles payments, linking uninsured patient to government aid and financial assistance. Serve as member of the H\* Works Project POS cash collection team. Have consistently been one of the top cash collectors in the ED and helped reach revenue goals. Serve as medical interpreter.

2001 – 2003

Kalaheo Medical Clinic

Kalaheo Hawaii

Medical Receptionist and Registration clerk

Duties included registering patients, scheduling appointments, calling patients to remind them of appointments, preparing patient charts for doctors, collecting payments and co-payments.

1999 – 2003

Wilcox Memorial Hospital

Lihue, Hawaii

Admitting Dept/Registration Clerk

Duties included registering outpatients and inpatients, verifying demographics, verifying accuracy of insurance information, contacting insurance carriers regarding claim and payment status, collecting payments and co-payments.

Lodi Memorial Hospital  
Lodi, California  
Admitting Dept/Registration Clerk

Performed variety of duties including registering patients and verifying demographics, scheduling appointments for patients, preparing patient charts for appointments, filing patient charts, calling patients to remind them of appointments, collecting payments and co-payments from patients, verifying accuracy of insurance information, contacting insurance carriers regarding claim and payment status, collecting payment and copayment, and served as medical interpreter.

Saint Joseph Hospital/Medical records  
Stockton, California

Duties included distribution, filing, retrieving, and maintenance of patient charts.

The Microfilm Station, Inc.  
Glendora, California  
President/Founder

Established relationships with major corporations, government agencies and small businesses for this \$1 million operation. Operated in every aspect of the business, hired and trained employees, managed the financial status of the business – income versus account receivables and expenditures.

Business/Education

Small Business Administration: Citrus College  
Seminars: Dealing with Difficult People  
Customer Service and Public Relations  
Management Training – How to Train New Employees  
Professional Qualified Medical Interpreting Course

#### PAST AND PRESENT AFFILIATIONS

Association of Records Management Administrators – Treasurer  
Southern California Asian Business Association – Secretary/Public Relations  
St. Joseph's Foundation, Stockton, California – Chairperson/Fundraiser  
Maui Memorial Medical Center Foundation – Member  
United State Tennis Association – Team Captain for 3 different teams

LANGUAGES – English, Spanish, Tagalog and Visayan