

Robert Smith

Administrative Medical Assistant I

PERSONAL STATEMENT

Committed and motivated Administrative Medical Assistant with 14 years of exceptional diverse customer relations experience. Expertise in problem solving and managing daily office functions. Strong planner and problem solver. Ability to meet tight deadlines without compromising quality.

WORK EXPERIENCE

Administrative Medical Assistant I

Walnut Grove Medical - March 2013 - 2019

Responsibilities:

- Front Desk Medical Administrative Assistant Schedule appointments and set up referrals with other providers.
- Answer multiple phone lines as well as make appointment reminder calls.
- Created and maintained patient electronic medical records.
- Compiled and forwarded patient information to insurance companies, laboratories as well as other providers.
- Responsible for a refill of prescriptions including verification, authorization and forwarding Rx to appropriate pharmacy.
- Rentrak Corporation Records Department Administrator Managed Records department including customer confidential credit and legal information.
- Acquired and evaluated customer credit reports for the approval process.

Administrative Medical Assistant

ABC Corporation - 2009 - 2013

Responsibilities:

- Updated and maintained patient medical records and files.
- Answered high volume calls Greeted patients arriving as they arrived.
- Scheduled appointments for patients.
- Handled medical billing and coding.
- Collected insurance co pays and deductibles from patients.
- Called insurance company to clear claims and insurance activation.
- Provided confidential information for specialist and scheduled appointments for patients..

Education

Diploma in Administrative Medical Assistant - 2012(Everest College - Vancouver, WA)

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
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www.qwikresume.com

SKILLS

Microsoft Applications
Such As Word, Excel,
Outlook, As Well As
Electronic Patient
Database. Type 45 WPM,
Answering Multiple
Phone Lines. Records
Administrator. Medical
Billing CPT/ICD9 Coding.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company
Name)
Reference - 2 (Company
Name)