Robert Smith

Lead Advanced Medical Support Assistant

CONTACT DETAILS

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PERSONAL STATEMENT

The Supervisory Medical Support Assistant in Community Care works under the supervision of the Chief. The incumbent is responsible for planning and directing the administrative and technical duties of Community Care.

WORK EXPERIENCE

Lead Advanced Medical Support Assistant

Tamiami Trail - August 2013 – 2020

Responsibilities:

- Participated actively in the organization of the Community Based Outpatient Clinic (CBOC) office by performing routine administrative and miscellaneous clerical work to include organizing, managing and updating the file system.
- Collaborated communicated, set priorities, and organizes the work in order to meet deadlines, ensuring compliance with established processes, policies, and regulations.
- Prepared developed and maintained reports in various formats and assists with data collection to include daily work reports.
- Communicated tactfully and effectively, both orally and in writing, in order to meet program objectives.
- Worked independently without oversight in assigned areas.
- Provided enrollment forms and completes data input to determine eligibility in support.
- Reviewed documentation to obtain additional information as needed and responsible for updating patient demographics.

Advanced Medical Support Assistant

Delta Corporation - 2012 – 2013

Responsibilities:

- To perform administrative operations of the Compensation and Pension program for the VA Southern Nevada Healthcare System, including receiving and .
- Disabled American Veterans (DAV), Department of Nevada- Veterans Health Administration Employee of the Year- 2015 Skills Used VistA (VA scheduling .
- Managed, scheduled, and coordinated non-VA appointments for the BVAMC Reviewed pending NVCC status report daily Contacted veterans via phone for .
- Contacted vendors to verify services that the veteran needs Explain billing and payment process to vendors and veterans Made medical appointments for .
- Determined and advised Veterans on Eligibility of Health Benefits Provided coverage for specialty clinics in scheduling, check-in/check-out .
- This is Dummy Description data, Replace with job description relevant to your current role.

SKILLS

Customer Service, Self-Motivated.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference – 1 (Company Name)
Reference – 2 (Company Name)

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Education

Associates Of Science - (Florida Southwestern State College (Formerly Edison State College) - Punta Gorda, FL)

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