

ROBERT SMITH

Appointment Scheduler

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

9+ years of experience as an Appointment Scheduler is now looking to obtain a position, with career potential, requiring the use of my interpersonal, communication and computer skills.

CORE COMPETENCIES

Typing Speed Of 88 Wpm, And Data Entry Of 12,000 Keystrokes, Collections, Credit, Data Analysis, Filing, CPR, Scheduling, And Maintenance.

PROFESSIONAL EXPERIENCE

Appointment Scheduler

Skin Cancer Center Of Northern VA - August 2012 – Present

Key Deliverables:

- Answering phones, schedule regular and surgery appointments. Greet patients, collect co-payments and call to remind patients before the appointment time.
- Entering all patient demographics and insurance information into the system before the end of the day.
- Maintaining charts for new patients and pulls charts for existing patients.
- Ensuring all forms are added to charts as necessary, also file charts and keep all forms copied.
- Ensuring the rooms and the office are clean and organized, prepare coffee and office snacks for surgery on MOHS days.
- Answering the multi-phone line system, scheduling appointments for OB/GYN patients such as ROB, NOB, Oligo, annual visits, follow up PAP appointments.
- Procedure appointments consult and transferring calls to the nurses or doctors when needed.

Pharmacy Clerk

Kaiser Permanente - November 2009 – July 2012

Key Deliverables:

- Filled prescriptions in pick up bins. Removes "not picked up" medications from the bins and processes them appropriately.
- Sort and file prescription hard copies in readily retrievable form.
- Protect the confidentiality of the patients medical and drug profile from other members and personnel.
- Keeps pharmacy work areas clean and Dwell stocked with supplies.
- Assist in restocking of drugs and medicines on pharmacy shelves.
- Assists in the shipping, handling, invoicing, and delivery of medications and supplies to medical facility departments, interdepartmental pharmacies or to patients.
- Performed other clerical duties such as filing charts for doctors to review, filed necessary.

ROBERT SMITH

Appointment Scheduler

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

EDUCATION

- High School Diploma - June 1995(Stonewall Jackson High School - Manassas, VA)