

Robert Smith

Clerical Coordinator

PERSONAL STATEMENT

Obtain an Administrative Supervisory or Managerial as Clerical Coordinator position within an organization where to utilize my skills in a professional capacity.

WORK EXPERIENCE

Clerical Coordinator

ABC Corporation - 2013 - 2013

Responsibilities:

- Maintained professional interaction with patient population, staff and all other necessary communications.
- Recognized medical legal and ethical responsibilities.
- Facilitated positive, effective public image and professional/effective communication.
- Maintained patient confidentiality and provided effective telephone and e-mail skills.
- Used computer registration system to insure proper patient demographic and financial information is utilized.
- Scheduled return visits and follow-ups of missed appointments using SoftDent scheduling.
- Worked directly with dental assistants and oral surgery department facilitating patient appointments.

Clerical Coordinator

Delta Corporation - 1987 - 1989

Responsibilities:

- Bed Hospital, with Physician Offices, and a Nursing Facility Successfully managed emergency department communications, patient data, registration, .
- Coordinated front office operations and provided customer service Responsible for coordinating facility events such as luncheons, job improvement .
- Taking calls for units Working with Physicians in ordering tests, labs, and medicines for patients Assisting nurses with patient care Preparing .
- Schedule surgeries and regular appointments, including special procedures.
- Obtain the proper authorizations for two doctors in the GYN Dept.
- Managing the calendars and appointments for multiple doctors Handling all patient paperwork, i.e organizing, filing etc Assisting in patient care .
- Support the elder people, offer several types of services like set appointments with the doctors and calling Molina and Community insurance to get .

CONTACT DETAILS

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SKILLS

Medical Terminology,
Customer Service,
Clerical, Cash Handling.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

Education

Bachelor in Healthcare Administrative Management - 2012(Bryant & Stratton College - Albany, NY)