

ROBERT SMITH

Clerical Coordinator

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A dedicated, conscientious and reliable customer service professional striving to consistently make a positive impact on internal and external customers. Seeking a position to utilize and apply organizational skills to contribute to the success of the organization.

AUGUST 1992 - JUNE 1998

CLERICAL COORDINATOR - ABC CORPORATION

- Covered both the Hemodialysis unit and the Peritoneal Dialysis Unit.
- Took off orders per the MD, including updated the Kardex, Ordered tests, blood, medications, and procedures as needed.
- Answered phone and taking messages.
- Helped arrange transportation Assembled the appropriate lab tubes for respective patients when blood tests due to be drawn Entered lab orders into the computer.
- Oversaw maintenance of medical records system; including routing, filing, general typing, and evaluation and distribution of the office records and telephone communications.
- Ensured proper patient demographic and financial information is gathered upon registration.
- Expedited insurance forms and other related paperwork for efficient billing and reimbursement.

1990 - 1992

CLERICAL COORDINATOR - DELTA CORPORATION

- Sorted legal documents such as mail and invoices Observed criminal court proceedings and analyzed the various ways of finalizing a criminal charge .
- Assisted with accounts receivable and processing customer payments.
- Created account spreadsheets and prepared bank deposits.
- Managed the departments copying, faxing and scanning and mail opening.
- Core Qualifications Resourceful and detail oriented Able to work in a high-volume, fast-paced environment Multitask in a deadline environment Can .
- Assisted with 8-12 patient intakes per week Utilized Axxess electronic medical records system to maintain patient charts Assisted in home health care .
- McClellan St 518-588-5318 Answer calls Schedule patients appointments such as follow ups, sick visits, pre-authorization for diagnostic testing and .

EDUCATION

Diploma in Finance- April 2009(Cincinnati School of Medical Massage)

SKILLS

Microsoft Office, Office equipment, Office handling.