

ROBERT SMITH

Clerical Coordinator

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

SUMMARY

Goal-directed, results-oriented, educated professional with years of clerical and management background. Self-motivated with high energy, initiative, and focus. Skilled communicator, persuasive and adaptable with the proven ability to quickly learn new products and technical applications. Seeking to obtain a position that will allow to utilize my proven interpersonal, organizational, and educational training.

CORE COMPETENCIES

Claims Examiner, MS Office, Administrative Assistant.

PROFESSIONAL EXPERIENCE

Clerical Coordinator

ABC Corporation - June 2015 – February 2016

Key Deliverables:

- Provided assistance and coordinated of all office activities and projects.
- Performed secretarial and diverse clerical duties in support of activities within the department to maintain necessary patient information files physician referrals as directed.
- Worked with Utilization Management Nurses and Care Managers to review patient files and determine which members should receive communication or letters to encourage them to schedule appointments.
- Communicated effectively and handled a variety of office equipment.
- Made spreadsheets using MS Excel to track provider records and contact information.
- Answered phone calls from internal users to assist with paperwork questions, technical issues and MS Excel.
- Performed patient registration and assembled/prepared appropriate records.

Clerical Coordinator

Delta Corporation - 2013 – 2015

Key Deliverables:

- held position for approximately 10 years) Managed 15 clerks involved in processing health care billing and patient/medical data for multiple hospital .
- medical-surgical, psychiatry, ob-gyn, rheumatology, WIC).
- Was responsible for ensuring the accuracy and timeliness of the billing process for multiple clinics.
- Representative specific duties Maintained physician licensing, pre-authorizations and referrals for commercial insurance, Medicaid and Medicare.
- Oversee daily clerical operations of the breast center Oversee release of information of images to patients and outside facilities.

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- Responsible to oversee, manage, and coordinate daily operations of medical practice.
- Acts as a liaison between patients, clinical and clerical staff to facilitate proper delivery of healthcare.

EDUCATION

Business Administration and Marketing - (DeVry University - Addison, IL)

