

Robert Smith

Clinic Receptionist

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SUMMARY

As a Clinic Receptionist performed tasks quickly and will represent the establishment with a friendly, professional demeanor at all times.

SKILLS

Clinic Experience, Electronic Medical Record, Healthcare Experience.

WORK EXPERIENCE

Clinic Receptionist

ABC Corporation - 2010 - 2010

- Performed duties to provide accurate information and communications services, ensuring the highest level of patient care and satisfaction.
- Received, screened, and dispersed incoming calls including emergencies.
- Processed medical records and performed billing data entry.
- Maintained and communicated a positive customer service attitude.
- Maintained full clinic templates for all physicians, scheduled patient appointments, check-in and out - Scanned documents into EMR.
- Greeted patients coming into the office building front door.
- Answered incoming phone calls, checked patients in on the computer system, and printed off receipts.

Clinic Receptionist

Delta Corporation - 2008 - 2012

- Am responsible for registering all patients that come in to be seen.
- Must run their insurance to see they have active coverage.
- Also collect co pays, along with scheduling appointments answering phone calls and sending out letters to patients we can not get a hold of.
- Greeting and checking patients in and out Taking in monies from patients for appointments Making up deposits for bank Taking phone calls from .
- Operate multi-line telephone to answer, screen, or forward calls providing information, taking messages, or scheduling appointments.
- Perform administrative support tasks, such as operating calculators or computers to work with pay records and other documents.
- Transmit information using computer, email and facsimile machine.

EDUCATION

BA in Nursing - (Milton Area High School - Milton, PA)