

Clinic Representative

ROBERT SMITH

Phone: (123) 456 78 99
Email: info@qwikresume.com
Website: www.qwikresume.com
LinkedIn:
linkedin.com/qwikresume
Address: 1737 Marshville Road,
Alabama.

Objective

Self directed resourceful Clinic Representative professional who can offer strong organizational and communication skills to provide successful support as a team player to the office, Identify the clinic base and future clinic needs, Developing a clinic strategy that meets the needs of the clinic base and future clinic programs, Engaging with patient communities in order to build a stronger relationship with them.

Skills

Microsoft Office, Multi-Tasking, Customer Service, Type 60 Wpm, Detail Oriented, Quick Learner, Professionalism, Flexible, Telephone Etiquette, Data Entry, Documentation.

Work Experience

Clinic Representative

ABC Corporation - March 2008 - October 2010

- Kept records of customer interactions and transactions, recording details of inquiries, complaints, and comments, as well as actions taken.
- Completed and mailed bills, contracts, policies, invoices, or checks.
- Compiled and recorded medical charts, reports, and correspondence, using typewriter or personal computer.
- Operated office equipment such as voice mail messaging systems, and use word processing, spreadsheet, and other software applications to prepare reports, invoices, financial statements, letters, case histories and medical records.
- Opened, sorted, and routed incoming mail, answer correspondence, and prepare outgoing mail.
- Performed various clerical and administrative functions, such as ordering and maintaining an inventory of supplies.
- Received and routed messages and documents such as laboratory results to appropriate staff.

Clinic Representative

Delta Corporation - 2007 - 2008

- Solicited new patients through networking at health fairs and chamber events Increased business statistics through marketing efforts.
- Check in/out patients Collecting copays Answering phones Entering new patient referrals and scheduling new patient/recurring patient appointments.
- Pre- registration Obtaining authorizations for procedures Accomplishments Helping with training new employees Skills Used Customer Service.
- Advocate for the uninsured that required medication assistance through various pharmaceutical company programs.
- Answer multi-line phones, filing, and efficient record keeping, and billing consumers for co-payments.
- Check patients in and out, enter patient information into computer system, answer multiple phone lines, fax medical records, post patient payments, .

- Scan all documents and insurance cards to be entered into system to be put into patients chart.

Education

High School Diploma