



CHARLOTTE HARRIS

Clinical Secretary-Part Time

✉ support@qwikresume.com

☎ (123) 456 7899

📍 Los Angeles

🌐 www.qwikresume.com

💡 SKILLS

Patient Scheduling



Patient Interaction



Appointment Management



Confidentiality Practices



Office Administration



🎯 INTERESTS

🎧 Podcasts 🧘 Meditation

📖 Puzzle Solving 🌿 Gardening

👊 STRENGTHS

🏔 Perseverance 🔥 Zeal

🤝 Negotiation 🔗 Tenacity

🗣 LANGUAGES



English



Polish



Japanese

🌟 ACHIEVEMENTS

🌟 Improved patient scheduling efficiency by 20% through optimized workflow processes.

🌟 Maintained 100% compliance with HIPAA regulations, ensuring patient confidentiality.

👤 PROFESSIONAL SUMMARY

Accomplished Clinical Secretary with over 7 years of experience in streamlining administrative processes within healthcare settings. Expertise in patient scheduling, record management, and compliance with medical regulations. Adept at enhancing operational efficiency and fostering positive patient experiences in dynamic environments.

💼 WORK EXPERIENCE

Clinical Secretary-Part Time

📅 Jun / 2021-Ongoing

Quantum Solutions LLC

📍 Phoenix, AZ

1. Act as a primary liaison for daily communications among staff, patients, and healthcare providers.
2. Coordinate data collection and manage various departmental equipment efficiently.
3. Deliver exceptional service aligned with Cardinal Health's core values and standards.
4. Ensure strict adherence to HIPAA guidelines, maintaining a confidential work atmosphere.
5. Manage incoming calls and relay messages promptly while utilizing professional telephone etiquette.
6. Document verbal orders accurately and maintain patient charge logs daily.
7. Facilitate interdepartmental communication regarding lab results and patient care updates.

Clinical Secretary

📅 Jun / 2018-Jun / 2021

Crescent Moon Design

📍 Portland, OR

1. Input orders into computer systems and maintain up-to-date patient information.
2. Answer phone inquiries and assist physicians with paging and communication.
3. Support nursing staff with patient care tasks as permitted by regulations.
4. Actively maintain a positive work environment by volunteering for special assignments.
5. Assist in restocking supplies and managing inventory for patient care areas.
6. Utilize strong computer and interpersonal skills to enhance patient interactions.

🎓 EDUCATION

Associate of Applied Science in Medical Office Administration

📅 Jun / 2015 Jun / 2018

Everest College

📍 Denver, CO

Focused on healthcare administration and medical office practices.