ROBERT SMITH

Clinical Secretary-Part Time

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Seeking to be an efficient, responsible, and trustworthy employee who is looking for new challenges. Hoping to add a youthful outlook to any situation that may arise as well as be a positive team member.

2009 – 2012

CLINICAL SECRETARY-PART TIME - ABC CORPORATION

- Serve as a liaison for the daily communication of the department between staff, patients, and all customers.
- Coordinates and maintains many facets of data collections and utilizing various types of equipment for the department.
- Provide excellent service to our customers following the Cardinal Health Services core values, Cardinal Health Service Standards, and behavioral expectations.
- Maintain confidentiality according to the HIPAA guidelines at all times and facilitates a quiet work environment.
- Serve as the departments communication coordinator by answering telephones using approved telephone etiquette.
- Transmit messages promptly, notifies personnel of new orders, and communicates lab results/tests to registered nurses.
- Maintain accurate patient logs documents verbal orders according to policy and maintains patient charges/inventory logs daily.

2005 – 2009

CLINICAL SECRETARY - IU HEALTH BALL HOSPITALMUNCIE

- Orders into computer charts Updating information, medical or otherwise Answering phones Paging Physicians Communicating with Heart Station Retrieving medications, blood Ordering items needed for patients Restocking nurse servers, patients charts Customer service needs (Patients family), other.
- Maintain a positive attitude Many misc.
- duties I take on myself to stay active and awake.
- Keep up moral, keeping areas maintained that were not normally kept up, I would volunteer to join special assignments, I helped to cover shifts that were not filled by other secretaries.
- Would aid the nurses with patients as much as allowed.
- Skills Used Computer, verbal, people skills.
- This is Dummy Description data, Replace with job description relevant to your current role.

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EDUCATION

General Studies - (Ball State University - Muncie, IN)

SKILLS

Meeting Management, Administrative, Office Management, Clerical, Data Entry, Customer Service, Client Relationship, Networking.