

Robert Smith

Front Office Representative/Manager

PERSONAL STATEMENT

Seeking long term employment in an organization where can grow professionally and further enhance skills and knowledge. Driven to exceed goals and build long term relationships with customers and co-workers.

WORK EXPERIENCE

Front Office Representative/Manager

ABC Corporation - March 2009 - March 2010

Responsibilities:

- Utilized personal skills by creating a positive and uplifting experience for each patient.
- Entered all registration information completely and accurately.
- Scheduling, canceling and rescheduling patient appointments.
- Provide callers with needed information regarding clinic services, locations and appointments.
- Organize and participate in patient graduations from radiation treatment.
- Reconciles collections with daily receipts.
- Submit proper requests for medical records and radiological documents prior to clinic.

Front Office Representative

ABC Corporation - 2006 - 2009

Responsibilities:

- Responsible to check in patients at time of arrival.
- Data entry of patients demographics and insurance information.
- Calling for authorizations and completing referrals.
- Check out patients making appointments for outpatient procedures, admitting patients to the hospitals.
- Data records entry and record filing.
- Heavy phone administrative skills Payroll preparation for employees and separate deposits daily for each physician..
- This is Dummy Description data, Replace with job description relevant to your current role.

Education

- (Austin Community College)

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Microsoft Word, Excel,
HP And Kodak
Photosmart, Adobe.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)