Robert Smith

Front Office Secretary

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SUMMARY

Desire a Dietetic position where experience in promoting optimal health and knowledge of nutritional plans is performed according to clients' specific needs with special focus on disease elimination through proper diet and exercise.

SKILLS

STAR GUIDE System, Electronic Fax, Insurance Precertification, and purchasing.

WORK EXPERIENCE

Front Office Secretary

ABC Corporation - October 2007 – February 2008

- Checked in Patients upon arrival and checked out patients upon leaving office.
- Made referrals for patients to see other physicians, scheduled tests and procedures.
- Handled medical Records requests for patients and other physicians.
- Answered multi line phone, made appointments and maintained multiple physician schedules accurately.
- Provided excellent customer service.
- Handled confidential medical records.
- Performed general office duties.

Front Office Secretary

Delta Corporation - 2003 – 2007

- Made appointments for clients.
- Kept client files current.
- Transcribed dictation for physician.
- Prepared letters, memos, emails for physician as requested.
- Answered multi line phone.
- Created monthly reports for office manager.
- Maintained Client Confidentiality.

EDUCATION

Medical and Legal Secretarial - (Columbus Technical Institute - Columbus, GA)

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