ROBERT SMITH

General Surgeon

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General Surgeon graduated with expertise in General Surgery and Oncology, Gynecologic Surgery, Plastic Surgery, Bariatric Surgery, Intensive Care, Rescue of abdominal organs, and tissues. Past positions have included both emergency departments and independent clinic work.

EXPERIENCE

General Surgeon
ABC Corporation - AUGUST 1987 – FEBRUARY 1989

- Answered telephones and direct calls to appropriate staff.
- Scheduled and confirmed patient diagnostic appointments, surgeries, or medical consultations.
- Greeted visitors, ascertain the purpose of visit, and direct them to appropriate staff.
- Operated office equipment, such as voice mail messaging systems, and use word processing, spreadsheet, or other software applications to prepare reports, invoices, financial statements, letters, case histories, or medical records.
- Compiled and recorded medical charts, reports, or correspondence, using a typewriter or personal computer.
- Transmitted correspondence or medical records by mail, e-mail, or fax.
- Maintained medical records, technical library, or correspondence files.

General Surgeon
Delta Corporation - 1982 – 1987

- Certified Medical Assistant Assisted Doctor with patients, did referrals and authorizations, scheduled surgeries, and assisted Doctors in surgery, did insurance billing and coding.
- Provide for patients surgical needs education, guidance, trained in a variety of surgical services using state of the art techniques and technologies.
- Worked in a 5-6 surgeon group taking all the general surgery.
- General Surgeon, part of a 4 man group, performing elective general surgery and taking 1/3 or 4 calls.
- Was vice-chair of surgery for a while before changing jobs as well as stood on several committees both standing and ad hoc.
- Compiled and recorded medical charts, reports, or correspondence, using a typewriter or personal computer.
- Transmitted correspondence or medical records by mail, e-mail, or fax.

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EDUCATION

- AAS in Medical Secretary - (College of The Albemarle - Elizabeth City, NC)

SKILLS

SAS, SPSS, MS Office.