

ROBERT SMITH

Hospital Unit Secretary

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Sincere, loyal and dedicated individual who has a great deal of ambition, extensive experience in customer service and administrative assistant. I'm seeking a position where I can develop and excel while giving my best to my employer.

EXPERIENCE

Hospital Unit Secretary

ABC Corporation - 2003 - 2003

- Answered telephone and either responds to inquiry, directs caller to appropriate personnel, or initiates a triage slip for response by medical personnel.
- Scheduled appointments and enters appointment date and time into computerized scheduler with a high rate of accuracy.
- Provided exemplary customer service; treats patients and coworkers with courtesy and discretion.
- Greeted and directed patients, salespeople, and visitors.
- Made appropriate changes in computer system and on patients chart.
- Entered confidential personal health information and financial information into computerized system with a high rate of accuracy.
- Complied with federal and local laws in ensuring patient privacy.

Hospital Unit Secretary

Delta Corporation - 2000 - 2003

- Transcribe doctors orders, answer patient call lights, Answer Phones, greet visitors and patients, assist all vendors, and medical staff, order and .
- Answers a high volume of telephone calls, provides basic information to patients, families and visitors, distributes mail, disseminates appropriate .
- Performed medical secretarial duties that expedited patient care and coordinated unit operations Scheduled tests and transcribed Doctors orders .
- Promoted to Chief Materials Management Coordinator for Critical Care Service.
- Prepared charts for patient admissions, transcribed doctors orders, scheduled tests, assisted nursing staff transporting patients as needed and .
- Acted as receptionist and performed general clerical duties in assigned area Prepared, updated and maintained patient charts Transcribed physician .
- Coordination of admissions, discharges, and transfers on and off the unit including assignation of rooms/beds via TeleTracking database

system.

EDUCATION

- High School Diploma In General

SKILLS

Microsoft Word, Management Skills, Customer Service.