



JACKSON TURNER

Medical Clerk

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📍 Los Angeles

🌐 www.qwikresume.com

PROFESSIONAL SUMMARY

Experienced Medical Clerk with 7 years in healthcare administration, specializing in patient record management and appointment coordination. Proficient in ensuring HIPAA compliance and enhancing patient satisfaction through effective communication. Committed to optimizing operational efficiency and fostering a collaborative medical environment, I aim to support and improve patient care initiatives.

WORK EXPERIENCE

Medical Clerk

📅 Apr / 2021-Ongoing

Maple Leaf Consulting

📍 Toronto, ON

1. Executed a variety of clerical tasks related to patient care, including scheduling, billing, and record management.
2. Received and triaged incoming calls at the clinic, efficiently directing inquiries to appropriate staff.
3. Gathered patient information to assess the urgency of requests, ensuring timely responses.
4. Coordinated appointments with specialty clinics, adhering to physician directives for patient treatment.
5. Handled incoming calls and responded to patient inquiries with professionalism.
6. Prepared documentation and reports, improving communication between departments.
7. Educated patients on clinic policies, enhancing their understanding of procedures.

Medical Clerk

📅 Apr / 2018-Apr / 2021

Silver Lake Enterprises

📍 Seattle, WA

1. Facilitated administrative tasks, including patient scheduling and inventory management, to support daily operations.
2. Coordinated new admission paperwork and entered physician orders accurately.
3. Managed medical supply inventories, ensuring timely restocking and organization of materials.
4. Prepared patient rooms ahead of scheduled appointments to enhance patient experience.
5. Requested and organized medical records from external facilities to ensure continuity of care.
6. Assisted nursing staff with patient positioning and comfort, promoting a positive care environment.

EDUCATION

Associate of Applied Science in Medical Office Administration

📅 Apr / 2015 - Apr / 2018

Springfield Community College

📍 Portland, OR

Focused on administrative skills, medical terminology, and patient care protocols.

SKILLS

Microsoft Office Suite

Data Entry And Management

Database Management

Presentation Development

Patient Interaction

Problem Solving

INTERESTS

🤿 Scuba Diving

🎮 E-sports

📖 Reading Fiction

🧩 Puzzle Solving

STRENGTHS

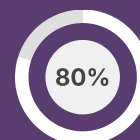
📋 Stewardship

👥 Teamwork

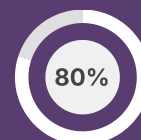
🔑 Tenacity

🔭 Vision

LANGUAGES



English



Arabic



Swahili

ACHIEVEMENTS

★ Streamlined patient scheduling process, reducing wait times by 20%.

★ Maintained 100% compliance with HIPAA regulations during record management.