

ROBERT SMITH

Medical Clerk/Assistant Manager

info@qwikresume.com | [LinkedIn Profile](#) | [Qwikresume.com](#)

Well-trained Healthcare Management Specialist offering vast experience in medical operations, excellent interpersonal communication skills and the organizational savvy to run a clinic or hospital facility smoothly.

EXPERIENCE

Medical Clerk/Assistant Manager

ABC Corporation - JANUARY 1991 - OCTOBER 1999

- Performed a variety of receptionist duties, record keeping and miscellaneous duties in an inpatient medical treatment facility.
- Assembled medical records in proper order for utilization by professional staff and providers.
- Transcribed doctors orders to patient charts as well as answered a multi-line phone system and 33 bed Patient call system.
- Lab order slips completed by clerks and given to nurses for completion of lab draws.
- Witness consent forms for procedures as needed.
- Ordered supplies for nursing station ward clerks and Professional nursing staff.
- Following all established guidelines of the hospital to ensure proper patient care.

Medical Clerk

ABC Corporation - 1987 - 1991

- Screen and route all telephone calls.
- Maintain records of staff members location.
- Check-in all office visitors.
- Maintain office equipment and supply inventory.
- Maintain the workspace in a cleanly and organized manner.
- Receive and process staff time sheets.
- Maintain employee and client files..

EDUCATION

- Health Care Administration - (Colorado Technical University Online)

SKILLS

Microsoft.

