

ROBERT SMITH

Medical Office Clerk I

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Seeking a full time position in an office environment, where one may utilize strong skill set in an office environment including superior organization skill and knowledge of varied business and clinical models.

CORE COMPETENCIES

Outlook, Microsoft Word, Customer Service, Filing, Fax, Receptionist, Vital Signs.

PROFESSIONAL EXPERIENCE

Medical Office Clerk I

ABC Corporation - October 2010 – September 2012

Key Deliverables:

- Specialized experience is experience that has equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position to be filled.
- Schedules all appointments for nine physicians, one social worker and eight nurses.
- Takes telephone calls for patients requesting changes in their appointments and takes appropriate actions.
- Contacts and reschedules patients appointments when physicians are away from the clinic unexpectedly.
- Reschedules all appointments as directed by the physician.
- Refers all discharged records to the enrollment and records office for further assistance.
- Specialized in the knowledge of the patient appointment system programs contents and data processing rules and operations in order to execute established programs.

Medical Office Clerk

ABC Corporation - 2006 – 2010

Key Deliverables:

- Verify patient identity and Defense Eligibility Enrollment Reporting Systems (DEERS) eligibility.
- Identify patients on Personnel Reliability Program Status (PRP) and refer to Flight Medicine Clinic.
- Verify/Update patient demographics.
- Receive and check patients into clinic using automated systems and provide patients with any visit required paperwork and clinic instructions.
- Schedule/Book appointments, verify/update other health insurance for third party collection.
- Route patients to the appropriate location for their appointments to include medical in/out processing for all beneficiaries.
- Provide end of day processing reports to clinic supervisor.

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EDUCATION

- Diploma