

ROBERT SMITH

Medical Office Clerk-Intern

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

SUMMARY

Personal and professional medical administrative specialists with 2 years of medical office experience. In-depth knowledge of EMR and HIPPA policies. Excellent communication and writing skills. Strong technical skills with a variety of medical software.

CORE COMPETENCIES

Adobe photoshop, Adobe InDesign, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Macintosh.

PROFESSIONAL EXPERIENCE

Medical Office Clerk-Intern

ABC Corporation - January 2012 – June 2013

Key Deliverables:

- Responsible for compiling, verifying, and filing medical and hospital records.
- Prepared folders and maintained records of newly admitted patients.
- Reviewed medical records for completeness, assembled records into standard order, and filed records in designated areas.
- Located, signs-out, and delivered medical records requested by hospital departments.
- Compiled statistical data, such as admissions, discharges, deaths, births, and types of treatment given.
- Operated computer, in order to enter and retrieve data and typed correspondence and reports.
- Assisted other workers with coding of records.

Medical Office Clerk

ABC Corporation - 2011 – 2012

Key Deliverables:

- Verified patient insurance information for eligibility.
- Confered with patients when necessary to obtain insurance information.
- handled insurance company calls to obtain patient information promptly.
- Reception, Data entry, handled mailroom and faxing, general office.
- Inspired me to move up in the medical field and further my education.
- Skills Used I was able to demonstrate my ability to multitask and get things done in a timely manner.
- This is Dummy Description data, Replace with job description relevant to your current role.

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EDUCATION

Diploma- (Wade Gordon Hairdressing Academy - Amarillo, TX)

