

JACKSON TURNER

Entry-Level Medical Office Coordinator

support@qwikresume.com (123) 456 7899 Los Angeles www.qwikresume.com

PROFESSIONAL SUMMARY

Motivated Medical Office Coordinator with two years of experience in healthcare administration. Proficient in managing patient check-ins, scheduling appointments, and ensuring compliance with medical regulations. Eager to enhance patient experiences while supporting office operations and fostering a collaborative team dynamic.

WORK EXPERIENCE

Entry-Level Medical Office Coordinator

WidgetWorks Inc.

Feb / 2024-Ongoing
Denver, CO

- 1. Managed patient care upon entry, ensuring a welcoming environment.
- 2. Verified insurance information and patient demographics during check-in.
- 3. Coordinated patient check-out, scheduling follow-up appointments and processing referrals.
- 4. Handled incoming calls, directing inquiries to appropriate staff and documenting patient concerns.
- 5. Managed correspondence, including mail, faxes, and internal communications.
- 6. Assisted with referral coordination and pre-operative testing processes.
- 7. Ensured a safe and friendly experience for all patients visiting the facility.

Medical Office Coordinator

Summit Peak Industries

Feb / 2023-Feb / 2024
Denver, CO

- 1. Performed clerical duties, including supply inventory management and ordering.
- 2. Maintained accurate medical records and correspondence files.
- 3. Interviewed patients to complete necessary documentation and insurance forms.
- 4. Conducted bookkeeping tasks, managing financial records and billing statements.
- 5. Greeted visitors, determining their purpose and directing them to the right personnel.
- 6. Scheduled and confirmed patient appointments, including diagnostics and consultations.

EDUCATION

Associate of Applied Science in Medical Office Administration

Springfield Community College

Feb / 2022-Feb / 2023
Denver, CO

Focused on healthcare management, patient care protocols, and office administration techniques.

SKILLS



ACHIEVEMENTS

- ★ Streamlined patient check-in process, reducing wait times by 20%.
- ★ Improved appointment scheduling accuracy, leading to a 15% increase in patient satisfaction.
- ★ Successfully coordinated referral processes, enhancing patient follow-up care.