

# Medical Office Support

## ROBERT SMITH

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### Objective

To obtain a challenging position that allows me to utilize my current skills to assist in advancing a business that offers a stable and challenging employment opportunity. I am also eager to learn any new skills and further my knowledge in business and technological advancements.

### Skills

Excellent Personal Presentation, Interpersonal ,.

### Work Experience

#### Medical Office Support

**ABC Corporation** - February 2015 - September 2015

- Ability to schedule appointments for patients.
- Filed patient charts in alphabetical order.
- Coded and Identified conditions, diseases, etc.
- Prepared patience for examination and treatment.
- Taken vital signs, perform phlebotomy venipuncture only as ordered by physician.
- Labeled and stored properly packaged specimens for delivery to lab.
- Logged patient information for accurate processing in testing (Logs information in compliance with CLIA standard.).

#### Medical Office Support

**Delta Corporation** - 2014 - 2015

- Welcome patients, families and visitors Check in patients Verify and fill in essential information in the medical record Enter patient demographics .
- This particular job gave me the knowledge to help others in ways I didnt know I can which was really just to listen to what they had to say .So this .
- Able to give precise and detailed information to visitors Demonstrated ability to screen visitors and answer routine requests for information Proven.
- Answering telephones Filing patients medical records Scheduling appointments SKILLS.
- Resource Pool for Registration, Check-Out, and Scheduling Ability to work in various office environments and perform duties in an accurate and timely .
- Handled high volume calls on switchboard telephone system Input and updated patient demographics Scheduled/Verified patient appointments Utilized EMR .
- Assisting the front office staff by greeting patients, assisting with the check-in process, and preparing charts.

### Education

GED