

# ROBERT SMITH

## Medical Office Support

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### SUMMARY

Seeking a Medical Office Support profession with an outstanding career opportunity that will offer a rewarding work environment along with a winning team that will fully utilize management skills.

### CORE COMPETENCIES

Customer Service, Sales, Research.

### PROFESSIONAL EXPERIENCE

#### Medical Office Support

**ABC Corporation - July 2016 – 2020**

##### Key Deliverables:

- Greeted, screened, scheduled, and input correct date into Intergy Prepares and processes correspondence.
- Answered routine medical administrative inquiries and drafts letters for physicians and other clinical staff.
- Performed medical receptionist duties as necessary.
- Answered telephone, screens calls, takes messages, and provides information.
- Obtained, verified, and updated patient information and provides support services to patients and medical staff.
- Requested, located, sent and received patient records.
- Maintained medical appointment schedule for patients.

#### Medical Office Support

**Delta Corporation - 2013 – 2016**

##### Key Deliverables:

- Certified Medical Office/ records technician Proficient in basic medical terminology and bookkeeping, managers nurse station, read patients charts, .
- Filing, Answering Phones, Typing, 10-key, etc.
- Patient Check-in and check-out Scheduling Referrals and Authorizations Phone Operator.
- insurance verification, insurance authorizations, answering phones, scheduling, making appointments, patient check-in, and other office duties.
- File medical records and and purge inactive patients charts in accordance to privacy guidelines.
- Audit medical records provided by on-site therapist for completeness and billing purposes.
- Assisted in medical billing to meet billing deadlines.

### EDUCATION

- GED