

ROBERT SMITH

Medical Office Support

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To obtain employment in a growth-oriented company that will allow me to utilize my skills and education learned throughout my training, also assist the company in gaining upward mobility through fresh ideas, hard work and dedication.

EXPERIENCE

Medical Office Support

ABC Corporation - JANUARY 2014 - AUGUST 2014

- Greeted visitors, ascertained purpose of visit, and directed them to appropriate staff.
- Received and routed messages and documents such as laboratory results to appropriate staff.
- Transmitted correspondence or medical records by mail, e-mail, or fax.
- Maintained medical records, technical library, or correspondence files.
- Greeted visitors, ascertained purpose of visit, and directed them to appropriate staff.
- Received and routed messages and documents such as laboratory results to appropriate staff.
- Successfully trained and assisted 3 new clerical employees throughout a 6 year period.

Medical Office Support

Delta Corporation - 2011 - 2014

- Responsible for answering phones and delivering messages to physicians and medical assistants in a timely manner Performed all referrals to specialty .
- Describe the process to handle incoming and outgoing mail Demonstrate the ability to access and use information from the following sources Medical .
- 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 .
- Clerical skills, such as typing, business English, filing and record keeping, office machines, computer literacy, mail handling, receptionist duties, .

- Answer telephones, direct calls, and take messages Communicate with customers, employees, and other individuals to answer questions, disseminate or .

EDUCATION

- MS

SKILLS

Microsoft Office, Data Analytics, CPT Code Set, ICD-9/ICD-10-CM, HCPCS Code Set, Process Implementation.