

Robert Smith

Medical Office Support

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

PERSONAL STATEMENT

To obtain a Medical Office Support position that will utilize my Office Support Experience and apply my extensive knowledge of Microsoft Office Suite, Strong Customer Service, Communication and Multi-Tasking Skills.

SKILLS

Interpersonal Skills,
Communication Skills.

WORK EXPERIENCE

Medical Office Support **ABC Corporation - February 2016 - 2020**

Responsibilities:

- Answered telephones and direct calls to appropriate staff.
- Scheduled and confirmed patient diagnostic appointments, surgeries, or medical consultations.
- Greeted visitors, ascertain purpose of visit, and direct them to appropriate staff.
- Completed insurance or other claim forms.
- Interviewed patients to complete documents, case histories, or forms, such as intake or insurance forms.
- Received and routed messages or documents, such as laboratory results, to appropriate staff.
- Compiled and recorded medical charts, reports, or correspondence, using typewriter or personal computer.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

Medical Office Support **Delta Corporation - 2012 - 2016**

Responsibilities:

- Completed work schedules, managed calendars and arranged appointments.
- Prepared meeting agendas, attended meetings and recorded and transcribed Operated office machines, such as photocopiers and scanners, facsimile .
- Trained other staff members to perform work activities, such as using computer applications.
- Greet and direct patients affairs Describe the process to handle incoming and outgoing calls and mail Demonstrate the protocols for making agency .
- Account Clerk/Typist Processed explanations of benefits and posted insurance payments for accounts receivables Investigated denials of claims billed .
- Handled telephone calls, internal and external communications Verified patients insurance status by checking online system or calling insurance .
- Performed general clerical duties and prepared patients for examinations Collected medical history and recorded vital signs, explaining treatment .

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)

Education

MS