

Objective

As a Medical Office Support, responsible for Answering phones with accurate message taking and forwarding where appropriate, Verifying the accuracy of patient demographics while scheduling and upon patient arrival.

Skills

Microsoft Experience, EMR Experience.

Work Experience

Medical Office Support

ABC Corporation - September 2014 – November 2015

- Transmitted correspondence and medical records by mail, e-mail, and fax.
- Performed various clerical and administrative functions, such as ordering and maintaining an inventory of supplies.
- Arranged hospital admissions for patients.
- Transcribed recorded messages and practitioners diagnoses and recommendations into patients medical records.
- Operated office equipment such as voice mail messaging systems, and used word processing, spreadsheet, and other software applications to prepare reports, invoices, financial statements, letters, case histories and medical records.
- Maintained medical records, technical library and correspondence files.
- Interviewed patients in order to complete documents, case histories, and forms such as intake and insurance forms.

Medical Office Support

Delta Corporation - 2009 – 2014

- v Greeting Patients v Billing and Coding v Maintaining Medical Records v Medical Terminology v Appointment Scheduling v Answering Phones.
- Medical administrative assistant Billing and coding specialist Medical transcriptionist Skills Used Dependable and goal oriented.
- Phone Etiquette Scanned Faxes Emailing Co-pay collection Data Entry.
- Richmond, Virginia January 2012 - Present Associates Degree in Human Services Skilled in documenting Treatment Plans and Client Intake Procedures .
- Receiving and storing the delivery of large amounts of stock Training new associates Keeping up to date with special promotions and putting up display.
- Otolaryngology (permanent) Responsibilities Providing scheduling services for new and current patients, receiving external referrals, collecting .
- Resource Center (contingent) Responsibilities Check-in, check-out, collecting copays, occasionally scheduling patients, creating new patient packets, .

Education

GED