

ROBERT SMITH

Medical Office Support

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To obtain a challenging and rewarding Medical Office Support position as a valued team member where I can share my knowledge and learn from others.

OCTOBER 2013 - MAY 2014

MEDICAL OFFICE SUPPORT - ABC CORPORATION

- Performed secretarial duties, utilizing knowledge of medical terminology and hospital, clinic and laboratory.
- Assisted subordinates and supervisors in identifying and resolving problems.
- Compiled and recorded medical charts, reports and correspondence, using typewriter and word processor.
- Greeted and directed visitors, answered telephone and scheduled appointments.
- Prepared and presented health hazards at weekly health hazard meetings.
- Responsible for clean work station, organize meetings.
- Actively participated in health hazard meetings.

2011 - 2013

MEDICAL OFFICE SUPPORT - DELTA CORPORATION

- Responsible for scheduling, general check in/out of patients daily; maintained EMR accounts, and also gained prior authorizations for the whole of .
- I filled and worked in many areas, having been cross trained to triage patient phone calls, process referrals, and file authorization/claimant .
- Skills Used Use of customer service, and professional knowledge as well as leadership, and problem solving.
- Utilized written, verbal, and electronic communication, as well as medical knowledge to properly process patient concerns and to obtain maximum .
- Grand Rapids, MI Check in and checked out patients; scheduled patient appointments Prepared and updated patient charts, including scanning of .
- Office Communication Utilizes MS Office (Word, Excel, PowerPoint) to assist with filing, business etiquette, and record development Record .
- Welcome patients, families and visitors Check in patients Verify and fill in essential information in the medical record Enter patient demographics .

EDUCATION

M.O.S In Medical Office

SKILLS

Phlebotomy, Customer Service, Medical Terminology, Medical Records.