

ROBERT SMITH

Medical Office Support

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

To establish a long-term career in a company where I may utilize my Medical Office Support professional skills and knowledge to be an effective Associate Program Manager and inspiration to those around me.

CORE COMPETENCIES

Business Technology-clerical, Typing, Business English, Filing and Recordkeeping.

PROFESSIONAL EXPERIENCE

Medical Office Support

ABC Corporation - February 2016 – 2020

Key Deliverables:

- Demonstrated effective presentation skills.
- Learned keyboard skills, type at 50 wpm.
- Increased grant assistance money from The State of Missouri by 30% and slashed medical supply costs through budget coordination of immunization costs from Childrens Health Insurance Plan grant assistance.
- Performed all clinical duties by observing OSHA and HIPAA requirements.
- Monitored internal communications including but not limited to task, emails, newsletters and voice mails.
- Maintained files and assists establishing office systems.
- Responsible for Patient Administration and registration.

Medical Office Support

Delta Corporation - 2012 – 2016

Key Deliverables:

- Grand Rapids Provide office support to staff and patients by scheduling appointments, registering patients and answering phone calls Familiar with .
- Tasks Providing families with opportunity, structure and compassion to stabilize their lives/working good with people, patience, and great .
- create patient list for ER doctors Clerical work; fax, file, email, take calls from doctors and patients.
- Proficient in keyboarding (65 wpm with 98% accuracy) Excellent customer service skills while greeting patients, registering patients and checking out .
- Answered telephone Screened calls and visitors Took messages and provided routine information Reviewed spreadsheets for accuracy Determined Collected .
- Completed patient registration efficiently and cordially.
- Provided administrative support for multiple physicians.

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EDUCATION

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