

# Robert Smith

## Medical Office Support

### **CONTACT DETAILS**

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### **PERSONAL STATEMENT**

To obtain a part-time Medical Office Support position with an emphasis on Sales Support/Office Management utilizing extensive experience and skills. Productive in contributing effectively towards the objectives of a team, and is able to share knowledge, ideas, and information.

### **SKILLS**

Microsoft Powerpoint,  
Maintenance Skills.

### **WORK EXPERIENCE**

#### ***Medical Office Support*** **ABC Corporation - February 2015 - December 2015**

##### *Responsibilities:*

- Responsible for recording and filing patient data and medical records into EMR Ensured.
- Requested refills for medications for patients.
- Handled daily outreach reports for patients needing to have re-checks or physicals.
- Added duties included first contact registration and check out.
- Verified insurance and posted co-pays.
- Prepared documents for pre-op and faxed to appropriate surgical team.
- Maintained ROIs and processed medical records when received.

### **LANGUAGES**

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

#### ***Medical Office Support*** **Delta Corporation - 2013 - 2015**

##### *Responsibilities:*

- Contract position traveling to different PT/OT offices for vacation coverage.
- Answered phones, set appointments, registered new patients, scanned insurance documents, etc.
- Filled in for vacationing personnel.
- Skills Used People skills, phone skills, typing skills.
- Answering Phones - Computing Skills - Scheduling - Filing.
- Scheduling for 5 specialty offices within Helen Devos Childrens Hospital.
- Manner Employ the Allegiance Health Standards of Excellence when registering patients Utilize SysA system for both .

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **Education**

MS

### **REFERENCES**

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