

Medical Receptionist Assistant

ROBERT SMITH

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Address: 1737 Marshville Road,
Alabama.

Objective

As a Medical Receptionist, review medical procedures as documented by physicians. Translate medical procedures into codes that can be translated by payers, other medical coders, and various medical facilities.

Skills

MS Office, Excel.

Work Experience

Medical Receptionist Assistant

ABC Corporation - 2002 - 2004

- Able to read, understands, and follow oral and written instruction.
- Able to take initiative when confronting or solving problems.
- Used consistent good judgment and discretion.
- Handle patient billing, coordinated insurance reimbursement of care providers, and transmitted coded patient treatment information to payers and other recipients.
- Self-directed and able to work independently.
- Able to work well with staff, management, and physicians.
- \${job_description7}

Medical Receptionist Assistant

Delta Corporation - 2000 - 2002

- Friendly and courteous at all times.
- Pays attention to detail.
- Must possess excellent communication and customer service skills.
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- This is Dummy Description data, Replace with job description relevant to your current role.

Education

Bachelors