

ROBERT SMITH

Medical Secretary Receptionist III

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

SUMMARY

Medical Office Receptionist greets and assists patients and/or visitors in person or via telephone in a professional and courteous manner. Enters patient demographic and insurance information into the computer; completes filing/scanning and record maintenance tasks; and retrieves patient records for clinical staff and physicians. Schedules patient appointments and manages provider appointment schedules.

CORE COMPETENCIES

Receptionist Experience, Scheduling.

PROFESSIONAL EXPERIENCE

Medical Secretary Receptionist III ABC Corporation - 2015 – 2020

Key Deliverables:

- Answers all incoming calls and forwards callers to the proper party.
- Obtains and relays accurate messages in a timely manner.
- Retrieves answering service messages and forwards to appropriate provider or staff member.
- Uses interpersonal skills to present a professional image and communicate effectively in person and via telephone or email.
- Schedules new and returning patient appointments and manages clinic provider appointment schedules as directed by office manager/supervisor.
- Collects applicable co-pays from patients; electronically posts payment to patients account.
- Balances cash drawer; tracks petty cash usage.

Medical Secretary Receptionist Delta Corporation - 2010 – 2015

Key Deliverables:

- Scans/files patient information into medical record.
- Performs a variety of clerical tasks, which may include typing, alphabetizing, filing, photocopying, stuffing envelopes.
- Preparing clinic form letters and obtaining disclosures for medical records.
- High school diploma or equivalency required. Knowledge of medical terminology desired.
- Minimum of one (1) year prior reception or office experience in a clinic or hospital setting required.
- Schedules patient appointments and manages provider appointment schedules.
- This is Dummy Description data, Replace with job description relevant to your current role.

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EDUCATION

BS

