

ROBERT SMITH

Medical Support Specialist

info@qwikresume.com | <https://Qwikresume.com>

Medical Support Specialist will be responsible for providing a broad range of care to patients within the company local area. This includes assisting with patient care, and responding to emergencies.

SEPTEMBER 1998 - JUNE 2005

MEDICAL SUPPORT SPECIALIST - ABC CORPORATION

- Answered calls for medical pre-certification and contacting hospitals/MDO for medical information, as well as sending notification to hospitals, patients and doctors.
- Indexed faxes from the Web-Extender which logs incoming faxes from the hospitals/MDO.
- Able to code using ICD-9 (International Classification of Disease 9th Revision) and am familiar with CPT (Current Procedural Terminology) that utilizes medical terms.
- Worked and have maintained high productivity and quality of work acceptable to the Intracorp standard.
- Held responsibilities of notifying doctor offices regarding physician review outcomes, as well as conduct peer to peer review.
- Responsible for setting up appointments for doctors to express concerns.
- Assisted a physician advisor and would follow up with checking up to make sure the advisor meets State, Federal, URAC and Intracorp standards.

1995 - 1998

MEDICAL SUPPORT SPECIALIST - DELTA CORPORATION

- Charted confidential patient demographics, and obtain vital signs Dispensed medications accurately Set up surgical procedures according to set .
- Worked in Physical Therapy and front and back office departments Responsible for Back Office duties, rooming patients, triage, vital signs, wound .
- Physicals, DOT physicals, regulated and non-regulated drug screens and breath alcohol testing, electrocardiograms, injections, tb skin testing, .
- Skills Used Medical assisting skills for front and back office, multitasking and customer service.
- Trained new staff on the VA policies and procedures Received and directed patients and visitors, answering routine inquiries, and making .
- Medical Assistant for Occ Med, Drug screens, BAT, PFT, Blood Draws, injections , Audio, Ordering, Receptionist, Check out, and many other Medical.
- Duties included general patient care, vital signs, blood collections, respiratory fit tests, drug collections, biometric testing, BLS instructor.

EDUCATION

General Studies

SKILLS

Injections, Venipuncture, Patient vitals, Electronic medical records, Fluent in Spanish and English.