

# ROBERT SMITH

## Office Coordinator Receptionist/Medical Office Receptionis

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

Dependability, Familiarity with Microsoft Office.

### PROFESSIONAL EXPERIENCE

#### Office Coordinator Receptionist/Medical Office Receptionis

ABC Corporation - 2002 – 2010

##### 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.

#### Office Coordinator Receptionist

Delta Corporation - 2000 – 2001

##### Key Deliverables:

- 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.
- 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.
- 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.
- 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.

# ROBERT SMITH

## Office Coordinator Receptionist/Medical Office Receptionis

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

---

- 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.
- 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.
- 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.

### EDUCATION

- BS