

ROBERT SMITH

Office Coordinator Receptionist

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

SUMMARY

Responsible for promptly and professionally greeting and assisting customers, scheduling appointments and accurately completing patient registration information, proper telephone etiquette and processing information for billing.

CORE COMPETENCIES

Customer Service, Ability to work under pressure.

PROFESSIONAL EXPERIENCE

Office Coordinator Receptionist ABC Corporation - 2001 – 2010

Key Deliverables:

- Answered phones, scheduled appointments, completed patient referrals and documentation in a timely manner.
- Completed all registration activities, checked-in to checked-out, obtained and maintained current demographics and insurance information.
- Managed office correspondence, medical record documentation, and process medical records requests.
- Constantly required to maintain a stationary position behind a computer.
- Frequently required to move about inside the department.
- Constantly required to communicate telephonically and face to face with colleagues and customers.
- Constantly required to operate a computer and telephone.

Office Coordinator Receptionist Delta Corporation - 2000 – 2001

Key Deliverables:

- Constantly required to lift and/or move up to 10 pounds.
- Frequently required to lift and/or move up to 25 pounds.
- Occasionally required to lift and/or move up to 50 pounds
- Constantly required to lift and/or move up to 10 pounds.
- Frequently required to lift and/or move up to 25 pounds.
- Occasionally required to lift and/or move up to 50 pounds
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

BS

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