

Robert Smith

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Address: 1737 Marshville Road, Alabama

Office Coordinator Receptionist

SUMMARY

Responsible for welcoming patients to the practice, treating all patients in a professional and courteous manner, checking-in patients, reviewing patient charts to verify necessary information and signatures and entering new patient information into the computer. Performance of duties must always be in compliance with HIPAA and Compliance policies.

SKILLS

prioritizing, Multitasking.

WORK EXPERIENCE

Office Coordinator Receptionist

ABC Corporation - 2003 - 2004

- Ability to read and interpret documents and ability to write routine reports and correspondence.
- Ability to calculate basic mathematical equations related to essential job duties.
- Ability to use problem solving and critical thinking skills to identify, interpret and access appropriate resources in patient specific scenarios.
- Ensures that proper authorization or referral is collected from the patient.
- Prepares and ensures the completeness of the patient's electronic medical records. This includes scanning a copy of the patient's driver's license and insurance card into the electronic medical record.
- Marks arrival time of patients in office and make sure that patients are seen on time.
- Maintains the general appearance of the waiting room or reception area; straighten magazines, chairs and other light furniture.

Office Coordinator Receptionist

Delta Corporation - 2000 - 2001

- Appropriately collects and records all co-pays, secondary insurances and patient payments in accordance with Grene Vision Groups records transaction guidelines.
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EDUCATION

Bachelors