ROBERT SMITH

Office Support Clerk

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

SUMMARY

As an Office Support Clerk, responsible for Coordinating daily patient referral and intake operations while acting while establishing and maintaining positive working relationships with the current.

CORE COMPETENCIES

Computer, Customer Service, Assisting.

PROFESSIONAL EXPERIENCE

Office Support Clerk

ABC Corporation - June 2011 – July 2012

Key Deliverables:

- Performed clerical administrative duties, records management, preparation of correspondence, file maintenance.
- Maintained technical records, recurring reports, scheduling, safeguarding of sensitive materials.
- Reconciled and assembled records, reports, documents, and charts.
- Prepared charts, graphs, tables, and other similar materials.
- Distributed mail, receives visitors and telephone calls, answers routine questions, obtains, complies, and summarizes statistical data.
- Performed simple arithmetical procedures.
- Classified, crossed-references, files technical memoranda.

Office Support Clerk

Delta Corporation - 2010 – 2011

Key Deliverables:

- Via TWC Satisfyingly concluded a three-month assignment, in which knowledge of the agencys procedures was gained.
- Full participation as a support clerk included a reception area, multiline telephone operator, file maintenance, performed drug testing for candidates.
- Evaluated and selected customers for potential employment.
- Provided assistance in strategic planning including identifying opportunities for additional or improved services to meet unmet customer needs.
- Retrieved physicians signatures for patient care clearance and other Medicare requirements.
- Ensured maximum third party reimbursement through coordination and oversight of initial insurance verification and authorization processes.
- This is Dummy Description data, Replace with job description relevant to your current role.

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EDUCATION

Bachelor Of Science

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