Robert Smith

Patient Scheduler/Technician

CONTACT DETAILS

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PERSONAL STATEMENT

Over10 years of experience as Patient Scheduler/Marketing. Most recently, working as Scheduler/Marketing at a Weight Loss Clinic.

WORK EXPERIENCE

Patient Scheduler/Technician

ABC Corporation - July 2006 – February 2016

Responsibilities:

- Acted as patient advocate in receiving calls from prospective patients.
- Answer as many of the patients questions as possible, describing the programs and related information.
- Explained to patient how to prepare for lab work and consult with the Providers on their scheduled appointment day.
- Obtained specific information from patient in order to schedule appointment.
- Followed medical protocol as developed when presenting the programs.
- Knowledgeable about the programs and credentials of the staff.
- Assisted front office staff by answering telephones, pulling charts, and filing.

Patient Scheduler

Sanford Medical Center - 2005 – 2006

Responsibilities:

- Setting the patients future appointments, ordering products for office, making sure we have the correct referral in the system Setting up diabetic classes, Calling the patient and reminding them of their future appointments.
- Canceling appointments per patient or provider in the epic system.
- Answering the phone and getting the patient to the correct dept.
- Ordering there office supplies.
- Balancing out blackboard cash register at the end of each shift.
- Assisting the patients in any questions they may have..
- This is Dummy Description data, Replace with job description relevant to your current role.

Education

High school or equivalent - 1965(John Marshall High School - Oklahoma City, OK)

SKILLS

Microsoft Office, Excel.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference – 1 (Company Name)
Reference – 2 (Company Name)

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