

Robert Smith

Patient Scheduling Coordinator

PERSONAL STATEMENT

Over fifteen years administrative, managerial, and customer service experience Excellent organizational, interpersonal, and public relations skills Good data entry, with some word processing skills I work well with others and on individual assignments.

WORK EXPERIENCE

Patient Scheduling Coordinator

ABC Corporation - September 2005 - June 2018

Responsibilities:

- Maintained a list of patients wanting early dates for procedures and any other duties as needed.
- Coordinated scheduling needs with staffing availability. Other clerical duties may include maintaining databases, faxing and scanning patient histories, answering phones, and updating patient account information.
- Scheduled Xrays, labs, and retrieving medical records for the clinic.
- Assisted management in Orthopedic Trauma Clinic.
- Demonstrated the ability to perform multiple tasks simultaneously.
- Provided new patient packets, maps, directions, and hotel accommodations as needed.
- Demonstrated a high level of interpersonal skills required to interact with patients, patients’ families/visitors and clinical staff.

Patient Scheduling Coordinator

Delta Corporation - 2000 - 2005

Responsibilities:

- Verify HHA attendance with call dashboard on HHA Xchange Verifying HHA timesheets for payroll Accomadate patients needs and/or scheduling Assisting .
- OrthoCarolina formerly (Miller Orthopaedic) Shelby, NC 28150 Responsible for scheduling patient appointments, entering data into computer system, and .
- Answering phone calls, and transferring calls to the appropriate person. (full-time).
- Providing timely & accurate Customer service while Maintaining patient relation o Creating reports from QuickBooks data & Drawing corporate monthly .
- Patient scheduling coordinator for busy dental office.
- Answered all phone calls & scheduled all patient procedures & future appointments.
- Accept payment for charges incurred upon check out.

Education

MS

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Customer Service (10+ years), Microsoft Office.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)