

ROBERT SMITH

Patient Scheduling Coordinator

info@qwikresume.com | <https://Qwikresume.com>

Highly qualified Patient Scheduling Coordinator with experience in the industry. Enjoy creative problem solving and getting exposure on multiple projects, and I would excel in the collaborative environment on which your company prides itself.

MARCH 2015 - 2021

PATIENT SCHEDULING COORDINATOR - MRI IMAGING PARTNERS, LLC

- Provided excellent customer service by scheduling patients for appointments.
- Worked one on one with patients from arrival to departure.
- Collected payments and worked with insurance companies.
- Provided excellent assistance to the Doctors.
- Directed phone calls on an eight-line phone system and distributed documents to each individual in the office.
- Maintained front of the house, patient schedule, Doctor schedule, and office equipment.
- Greeted patients and answers the phone in a courteous and professional manner.

2013 - 2015

PATIENT SCHEDULING COORDINATOR - DELTA CORPORATION

- Answer phones, customer service, filing, faxing, excel, Epic, deposit, copays, medical insurance assistance, verification of insurance, work compensation, .
- Receive calls that come into Scheduling Center Enter patient demographic/insurance information and schedule appointment information into system .
- Patient scheduling, medical records filing, sending orders and compliance paperwork to physicians, answering after hours emails from clinicians.
- Committees within the organization that are committed to keeping a good culture and improve employee satisfaction within the .
- Used I have great customer service with people within the company as well as our clients.
- Proficient in Microsoft office suite and type with an average of 69WPM.
- Work in a hospital setting and stand alone medical office Act as a liaison between patient and technologist Schedule and confirm patient appointments .

EDUCATION

AAS

SKILLS

Computer Skills, Multi-lined Phone, And 10 Key.