

Robert Smith

Patient Scheduling Coordinator

CONTACT DETAILS

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PERSONAL STATEMENT

Obtaining a Patient Scheduling Coordinator position within a company where professional experience, education, and abilities stand as an advantage for personal growth.

WORK EXPERIENCE

Patient Scheduling Coordinator **Advanced Radiology - June 2013 - 2021**

Responsibilities:

- Performed with a high degree of accuracy and with meticulous attention to detail. Demonstrate a strong ability to use initiative and judgment and to identify, analyze and solve problems.
- Proficiently operated PCs and PC applications.
- Typed 30 wpm; data entry 5000-7000 keystrokes with 10% error rate; following directions with 80% success rate.
- Provided guidance and direction to staff and/or temporary employees when appropriate.
- Lifted a minimum of 30 pounds and ability to push/pull a minimum of 30 pounds, which includes the lifting, pushing, and/or pulling of medical supplies and equipment and the transferring and repositioning of patients.
- Assisted may be requested when lifting, pushing, and/or pulling are undertaken which exceeds these minimum requirements.
- Coordinated scheduling and referrals to other healthcare providers and services.

Patient Scheduling Coordinator **Delta Corporation - 2008 - 2013**

Responsibilities:

- 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 hospital setting and stand alone medical office Act as a liaison between patient and technologist Schedule and confirm patient appointments .

SKILLS

Proficient In Microsoft Office, Computer Literate, Bilingual In Spanish, Marketing.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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

Education

GED