

Objective

Patient-oriented Medical Administrative Assistant with strong attention to detail, professional telephone etiquette and organization skills. Skilled in tackling administrative and patient-oriented tasks in a fast-paced environment.

Skills

Microsoft Word, Microsoft PowerPoint, Microsoft Excel

Work Experience

Patient Service Representative

ABC Corporation - September 2012 – December 2013

- Check patients in and out in a doctors office scheduled appointments for patients.
- Answered phones and took phone messages in patients electronic chart for nurses and doctors.
- Checked fax inbox and assigned documents in electronic charts, faxed documents for doctors and nurses.
- Verified patient insurances, input and scanned patients registration/hippa forms (new and updated) and medical releases in the electronic chart.
- Scanned in patient reports and documents into patients charts and assigned to the provider.
- Called patients when prescriptions arrived from the danville office weekly. Run daily schedule report and daily money intake report for individual deposit.
- Knowledgeable with e-clinical, capture perfect programs, and various insurance verification sites.

Data Analyst

ABC Corporation - August 2007 – June 2012

- Reviewed operational documents, determined persons and entities of interest and entered in pertinent information into a repository where information was readily available to customers.
- Duties comprised of creating files for the customer, providing guidance on the use of the system tools.
- Performing name traces, impersonal searches, and text searches prior to the creation of file for the customer.
- Worked with other areas within locating and identifying file duplications to minimize the number of active files.
- Participated in the testing of the system tools in preparation for the new system deployment, on the new system, and provided feedback.
- Provided one on one guidance to the customer and new analysts on the system tools and procedures.
- Have excellent computer skills in the use of excel, word, and power point.

Education

Vocational in Biology/Chemistry - (Shepherd College)Vocational in Criminal Justice - (Westwood College Online)