Pediatric Receptionist

ROBERT SMITH

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Objective

To establish a long-term career in a company where I may utilize my Pediatric Receptionist professional skills and knowledge to be an effective Associate Program Manager and inspiration to those around me.

Skills

Multitasking, MS Office.

Work Experience

Pediatric Receptionist

ABC Corporation - June 1990 – May 1995

- Responsible for answering phones, screening and directing calls.
- Utilized computer to schedule patients and check credit.
- Greeted patients, verifying file data, i.e., address, insurance, billed party and handled all paperwork required for file changes.
- Contacted insurance companies to verify coverage.
- Scheduled additional appointments and processed payments.
- Reviewed physician schedule to determine whether appointments are on time and adjusting schedule when necessary.
- Participated in the TIME STUDY committee to determine the average patient from Check-In to Check-Out time.

Pediatric Receptionist

Delta Corporation - 1987 – 1990

- Mail Check Clerical Duties Getting Medical Charts Ready For Screening Reorganizing Charts Call For Medical Charts As Patients Check In Guide New .
- Schedule appointments, data entry, help doctors when needed.
- Any other duties that were needed.
- Met many different people, learned many skills.
- Used Bilingual, people person.
- Check in and check- out patients Record transfers Scheduling appointments.
- Receptionist and front desk position for a pediatrician Managed phones, patient records, mail flow and accounts payable Facilitated interdepartmental .

Education

Diploma - (Washington Park High School - Racine, WI)

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