

Robert Smith

Jr. Radiology Clerk

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Address: 1737 Marshville Road, Alabama

SUMMARY

Seeking a responsible position with a stable organization that will allow the growth and succeed within, and become a valuable asset for the company.

SKILLS

Customer Care, Insurance Reporting, Receptionist, MS Office.

WORK EXPERIENCE

Jr. Radiology Clerk

ABC Corporation - October 1996 - March 1999

- Maintained a Radiology schedule with additions and cancellations as indicated.
- Received and resolve schedule inquiries for clinic schedules, residents, fellows, and surgeons, verify the registration status of scheduled cases as needed.
- Help the public with film requests, hanging film for provider dictation, answer phones, retrieve x-rays reports, filling, and maintain standards of performance.
- Responsible for tracking the files and X-ray films by assigning numbers to them.
- Worked in the emergency room and enter data and information into the computer of patients as they arrived and what kind of procedure they were having.
- Preparing films for radiologists, filing, answering phones, entering orders.
- Responsible for scheduling outpatient imaging services, filing of x-rays and obtaining reports.

Radiology Clerk

ABC Corporation - 1992 - 1996

- Duplicated all films per request.
- Transported all patients from Emergency room and patient floors.
- Pulled and filed all radiology jackets daily.
- Made up new radiology jackets for new patients.
- Checked in and out of patients.
- Answered all incoming lines to radiology and forwarded.
- Entered all demographics and patient changes into computer.

EDUCATION

Bachelor in Psychology - (Ashford University - San Diego, CA)