Lead Radiology Clerk

ROBERT SMITH

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Objective

Seeking to obtain a position within an organization allowing growth potential and the opportunity to utilize high energy work ethic and continually refine skills.

Skills

MS Office Suite, Data Entry, Records Management, Coordination Skills.

Work Experience

Lead Radiology Clerk

ABC Corporation - May 2005 – October 2010

- Communicated with a member of the health care team, and visitors.
- Using oral and written such as telephone and intercom.
- Order charts for daily for procedure results.
- Maintained confidentiality of patients results from net access.
- Order charts daily for test results for physicians and place in the physician office for review.
- Insurance precertification for insurance approval for indigent patients to receive assistance.
- Prepared films for a radiologist, worked alongside the emergency department in obtaining emergent x-ray files.

Radiology Clerk

ABC Corporation - 2004 – 2005

- Managed office documentation and office equipment.
- Answered multi-line telephone, routed calls, and took accurate messages.
- Trained new employees within the Radiology Department.
- Prepared various radiology films for delivery to different sites.
- Assisted Radiologists in providing WET Reads for physician offices.
- Formatted files to CD via the PACS system and generated results for patients and physicians.
- Extensive knowledge of HIPPA Laws as well as participated in various medical environment pieces of training.

Education

Healthcare Reimbursement - November 2009 (Virginia College Online)

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