

Robert Smith

Receptionist Clerk II

PERSONAL STATEMENT

Highly motivated Clerk with Administrative Assistance to an Orthopedic Hand Surgeon at Strong Memorial Hospital with a cumulative reputation of excellence, support and results. Outstanding ability to learn, identify opportunities with extreme focus. Offers a successful pathway of operational and professional growth. Eager to learn, succeed and get the job done.

WORK EXPERIENCE

Receptionist Clerk II

ABC Corporation - January 2004 - January 2006

Responsibilities:

- Recorded and filed patient data and medical records. Strictly followed all federal and state guidelines for release of information.
- Wrote clear and detailed clinical phone messages for physicians.
- Examined diagnosis codes for accuracy, completeness, specificity and appropriateness according to services rendered.
- Scheduled surgeries and procedures in conjunction with Surgical Coordinator.
- Scheduled patient appointments.
- Initiated billing through Omega.
- Prepared and finalized the operating room schedule.

Receptionist Clerk

Delta Corporation - 2002 - 2004

Responsibilities:

- Greet and direct visitors to appropriate departments Extensive use of Microsoft Office to maintain computerized filing system Answer phone and .
- Receptionist Clerk opening the office and preparing the daily patient documents, scheduling appointments, setting referral appointments for patients .
- Filing and maintaining patient records, data entry for each patient.
- Maintaining confidential records.
- Highly organized with attention to detail, ability to communicate with patients and staff.
- Completed general data and accounting entries pertaining to title, tag and registration Interact with customers to resolve title and registration .
- Performed data entry Sorted Mail Obtained updates and filed loose leafs in patient charts as needed.

Education

Diploma in Cosmetology - (Continental School of Beauty - Rochester, NY)

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Management,
organizing.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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