

ROBERT SMITH

Record Clerk I

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Highly organized and detail-oriented administrative professional with over 10 years' experience providing thorough and skillful secured record management and financial assistance throughout multiple industries and capacities. Deadline driven with outstanding organizational and multi-tasking skills. Fast learner with strong ability to work independently. Varied knowledge in purchasing, human resourcing, registrations, and government contracting.

EXPERIENCE

Record Clerk I

DC Healthcare Of Finance - MAY 2015 - 2020

- Assists patients with menu selections and diet concerns.
- Provides data entry for patient information including dietary supplements, tube feeds, patient preferences and allergies.
- Responsible for ROI Scan Medical Records Chart Analysts New Hire Trainer Exhibit Excellent Customer Service.
- Records keeping of computer generated scans for the out-going patients for the hospital.
- Manages office and answered multi-line telephone systems.
- Assists patients, doctors and attorneys offices in releasing the requested information.
- Accurately copies/collates medical records; mailed to and billed proper parties.

Record Clerk

ABC Corporation - 2012 - 2015

- Manages client intake and prepares file for Specialist.
- Maintains a welcoming atmosphere for visitors by greeting them.
- Answers or referring inquiries either in-person or over the telephone;.
- Maintains employee and department directories to ensure accuracy and efficiency for clients.
- Assists in training new associates.
- Assists in maintaining facility security.
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

- Medical Billing and Coding Specialist - 2014(University of District of Columbia)

SKILLS

Microsoft, JPAS, E-QIP, NSIPS, DMO, Microsoft Dynamics Nav, ISFD, Deltek, MMPA, Phishing, E-QIP, JPAS/JCAVS, People Smart, ADP.