Robert Smith

Asst. Scheduling Clerk

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SUMMARY

An opportunity to utilize skills and experience in customer service to further career goals.

SKILLS

Human Resources, Administration.

WORK EXPERIENCE

Asst. Scheduling Clerk

ABC Corporation - August 2000 – November 2000

- Coordinated & distributed routine work to support staff in accordance with department procedures.
- Performed varied & complex clerical tasks. Skills Used Customer service.
- Lay in offenders for their clinic, lab, X-Ray & dental appointments.
- Pulled lab reports, date-stamped them in & distributed to proper staff.
- Assist med clerk as needed by entering meds on the computer & sending referrals out.
- Handle a high volume of calls, schedule appointments, data entry, verify insurances like medical and assisting with anything patients need help with.
- Appointments screened visitors & answered phone calls.

SCHEDULING CLERK

ABC Corporation - 1995 – 2000

- Job duties included filing electronic medical claims, working an audit trail for rejected claims and filing delinquency reports.
- Billing patients of all co-pays, deductibles and/ or co-insurance.
- Correcting rejections when received such as ICD-9 or CPT coding errors, bundling rejections and patient ID errors.
- TRANSCRIPTIONIST/ SECRETARY Job duties included transcribing orthopedic office notes, scheduling depositions with attorneys, and keeping practice licensure up to date.
- Coordinating personal and business related appointments for surgeon, and keeping his PDA up to date..
- This is Dummy Description data, Replace with job description relevant to your current role.
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EDUCATION

High School Diploma - 1991(Huntsville High School - Huntsville, TX)

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