

# Robert Smith

## Secretary IV

### **CONTACT DETAILS**

1737 Marshville Road,  
Alabama  
(123)-456-7899  
info@qwikresume.com  
[www.qwikresume.com](http://www.qwikresume.com)

### **PERSONAL STATEMENT**

15+ years of experience as a Secretary. Hard working, patient, with excellent multitasking skills. Vast experience assisting people with various issues, cash handling, telephone and computer skills. Highly motivated, and eager to learn new skills.

### **WORK EXPERIENCE**

#### **Secretary IV**

**ABC Corporation - June 2007 - Present**

##### *Responsibilities:*

- Scheduling and confirming patient diagnostic appointments, surgeries, or medical consultations.
- Greeting visitors, ascertain the purpose of visit and direct them to appropriate staff.
- Operating office equipment, such as voice mail messaging systems, and use word processing, spreadsheet, or other software applications to prepare reports, invoices, financial statements, letters, case histories, or medical records.
- Interviewing patients to complete documents, case histories, or forms, such as intake or insurance forms.
- Compiling and recording medical charts, reports, or correspondence, using a typewriter or personal computer.
- Performing various clerical or administrative functions, such as ordering and maintaining an inventory of supplies.
- Performing bookkeeping duties, such as credits or collections, preparing and sending financial statements or bills, and keeping financial records.

#### **Medical Biller**

**ABC Corporation - December 2004 - June 2007**

##### *Responsibilities:*

- Entering anesthesia, office and nursing home charges answer billing questions answering phones verify accuracy of billing data and revise any errors.
- Established guidelines for proper coding/billing for providers.
- Worked hand in hand with front office staff to ensure that the proper information was received for claims processing.
- Oversaw and ran necessary reports to ensure that all statuses were worked in a timely manner and helped in any capacity necessary.
- Maintained and updated all files including insurance companies, diagnosis, procedure, fees/profiles.
- Ran, processed and ensured accuracy of patient statements on a bi-monthly basis.
- Worked collections which included mailing of correspondence, working with patients to establish promissory notes for payment and if necessary forwarded accounts to a collection agency.

### **SKILLS**

Microsoft Office Suite,  
Quickbooks, Quicken,  
Business Objects,  
Customer Service, Data  
Analysis,  
Documentation, HTML,  
Knowledge  
Management,  
Leadership, Outlook,  
Office Management,  
Project Management,  
Program Management,  
Quickbooks, and  
Quicken.

### **LANGUAGES**

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

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

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

## Education

Diploma in Medical - (National School Of Technology Ft Lauderdale - Fort Lauderdale, FL)HS- (Hollywood Hills High School - Hollywood, FL)GED - (Phoenix Community College)