

Robert Smith

Sr. Medical Secretary Receptionist

PERSONAL STATEMENT

High School diploma, 1-2 years experience in healthcare support preferred, Excellent customer service skills, Ability to process charts and related documents with concrete variables in standardized situations and apply problem solving techniques to those instances.

WORK EXPERIENCE

Sr. Medical Secretary Receptionist **ABC Corporation - 2005 - 2010**

Responsibilities:

- Carried out all activities required to maintain organization in the department including filing, data entry, communication facilitation among staff, and data gathering/verification.
- Scheduled patients and contact patients for rescheduling when needed.
- Answered phones/transfer calls as needed.
- Ensured appropriate forms are obtained when patient arrives.
- Prepared and transmitted patient charge tickets.
- Distributed/routed mail appropriately.
- Retrieved transcriptions, recorded messages, consults and recommendations and place into patients' medical records.

Medical Secretary Receptionist **Delta Corporation - 2000 - 2005**

Responsibilities:

- Strong computer skills using Microsoft Office products including Outlook and Word.
- Ability to manage multiple projects and maintain confidentiality.
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- This is Dummy Description data, Replace with job description relevant to your current role.

Education

BS

CONTACT DETAILS

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

SKILLS

Technical skills,
Computer skills.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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