

Business Office Specialist

ROBERT SMITH

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Objective

Seeking a full-time or part-time challenging position to utilize my education and job skills. Worked in a variety of fields including, an office coordinator, customer service, call centers, medical records, home health, document imaging as a peer and a supervisor, receptionist in several office settings, a sitter for the elderly and sick, a nanny, a prep cook, a garden center assistant, a cashier, and as a custodian.

Skills

Microsoft Word, Excel, Access, Power Point, Medisoft Applications, AS/400, Pulse, ProMed, Citrix, Medifax, EMR, Medical Terminology, Coding 1 And 2, HIPAA Compliant.

Work Experience

Business Office Specialist

ABC Corporation - September 2015 - June 2016

- Process all outgoing and incoming physician orders, (signed and/or unsigned).
- Review physician orders for any errors and correct.
- Print, fax, and/or interface physician orders to physicians in AL and other surrounding states.
- Scan, name, file, and attach physician orders to an EMR (Electronic Medical Record).
- Communicate with clinicians to insure consistency in the content of physician orders before processing.
- Communicate with marketers to ensure timely return of physician orders.
- Medical records clerk and interim receptionist answering multi-line telephone.

Business Office Specialist

DaVita - 2011 - 2015

- Process patient forms in a timely manner (160+) Manage the email queues.
- Communicate with sales/enrollment team mates about current documents.
- Manage the Inside Sales data entry queues Effectively communicate with facilities through email regarding the enrollment process.
- Send out enrollment emails to DaVita facilities.
- I am currently studying to become a Pharmacy Tech.
- Do have my Tech in Training License Working closely with the management team to manage and maintain the queues.
- Skills Used 80 WPM Data Entry Accuracy Excellent communication with outside/inside DaVita employees..

Education

Medical Office Specialist Program - 2003(Gadsden Business College - Gadsden, AL)