

Medical Secretary Receptionist

ROBERT SMITH

Phone: (123) 456 78 99
Email: info@qwikresume.com
Website: www.qwikresume.com
LinkedIn:
[linkedin.com/qwikresume](https://www.linkedin.com/qwikresume)
Address: 1737 Marshville Road,
Alabama.

Objective

High School Diploma. Excellent communication and customer service skills required. Previous physician office experience preferred.

Skills

Effective Communication Skills, Receptionist.

Work Experience

Medical Secretary Receptionist

ABC Corporation - 2015 - 2020

- Provides quality customer service through greeting patients, answering phones and making patient appointments.
- Answers phones in a timely and polite manner, transfers calls appropriately, relays messages. Attempts to resolve patient questions and requests before referring them to other staff members.
- Prepares the medical chart for each patient by identifying and utilizing the appropriate forms and recording information. Maintains the record by placing additional visit information, tests, dictation, etc. into the record.
- Utilizes the computer system by inputting patient information, charges, payments, letters, etc. on the patient's account.
- Acquires the skills and knowledge to maintain the master files of the computer system.
- Works effectively with insurance company representatives to resolve problems or issues concerning a patient's account. Also conducts precertification for patients as required, in a timely fashion.
- Copies patient insurance cards, records, forms, etc. to effectively process patients who are new or in need of services.

Medical Secretary Receptionist

Delta Corporation - 2010 - 2015

- Recognized for outstanding organization, accuracy and efficiency in verifying insurance benefits.
- Updating patient data in charts and routing documents to appropriate
- Obtained timely insurance referrals for patients requiring follow-up with specialists by calling insurance companies and using tools such as Availity and NaviNet.
- Provided excellent customer service to all patients by knowledgeably answering questions.
- Proactively solving problems; and creating a welcoming environment.
- This is Dummy Description data, Replace with job description relevant to your current role.
- This is Dummy Description data, Replace with job description relevant to your current role.

Education

