

Robert Smith

Medical Secretary Receptionist

Phone (123) 456 78 99

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Address: 1737 Marshville Road, Alabama

SUMMARY

High School Diploma or GED required, Associate Degree in secretarial science or equivalent preferred, Bilingual in Spanish and/or Hmong preferred, 1 year similar work experience or in a medical office environment preferred.

SKILLS

Computer skills for accurate data entry, Knowledge of basic medical terminology preferred.

WORK EXPERIENCE

Medical Secretary Receptionist

ABC Corporation - 2005 - 2010

- Receives and directs incoming patients.
- Reviews and updates patient information related to demographics and insurance.
- Follows established health center protocol for the check-in, encounter form production, and check-out.
- Assists walk-in patients with obtaining appointments and/or picking up prescriptions or completed forms.
- Places reminder calls to patients with upcoming appointments.
- Follows established health center protocol for daily cash reconciliation.
- Schedules walk-in appointments, in collaboration with the Nurse of the Day.

Medical Secretary Receptionist

Delta Corporation - 2000 - 2005

- Transferred outdated file materials to inactive storage.
- Performed general clerical functions.
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EDUCATION

BS