

Robert Smith

Medical Secretary Receptionist/Office Front Desk

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
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PERSONAL STATEMENT

Seeking an individual that is friendly, outgoing and likes working with people. Responsibilities include patient registration, check in, check out, scheduling, scanning, filing and faxing. Must be able to multi-task and be computer literate.

WORK EXPERIENCE

Medical Secretary Receptionist/Office Front Desk **ABC Corporation - 2015 - 2020**

Responsibilities:

- Able to multi-task and be computer literate.
- Able to work in multiple software programs/applications.
- Able to prioritize tasks properly.
- Assured that the clinic is running smoothly and that patient flow is at the optimum.
- Scheduled/rescheduled appointments for patients and physicians on phone and at the front desk
- Printed the next day's appointment list and fee slips, and pulling associated charts
- Documented no-show/cancellations in the charts

Medical Secretary Receptionist **Delta Corporation - 2010 - 2015**

Responsibilities:

- Keeping forms up to date for physicians and patients
- Being knowledgeable of PPO's and Managed Care Contracts
- Filing back charts when necessary
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- Filing back charts when necessary
- Keeping forms up to date for physicians and patients

Education

Bachelors

SKILLS

Prepare patient charts,
Maintain and manage
patient data base,
Report statistics as
requested.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

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