

## PATIENT SERVICE REPRESENTATIVE

### Summary

Seeking a position using strong organizational skills, superb communication skills and interest in management position with the reputed organization that rewards loyalty, hard work, dependability and positive results in the team environment.

### Skills

- ***Maintains strict confidentiality***
- ***Knowledge of HMOs, Medicare and Medi-Cal***
- ***Medical Manager Software***
- ***Electronic Medical Record (EMR) software***
- ***HIPAA compliance***
- ***Patient-focused care***
- ***Strong work ethic***
- ***Team player with positive attitude***
- ***Proven patience and self-discipline***
- ***Personal and professional integrity***
- ***Relationship and team building***
- ***Staff training and development***
- ***Effectively influences others***
- ***Critical thinking proficiency***
- ***Cultural awareness and sensitivity***

### Experience

Patient Service Representative 03/2015 to Current Company Name City , State

- Trained