

Medical Assistant/Front Desk Medical Assistant/Front Desk Medical Office/reception Livonia, MI
 Experienced Front Desk Associate Experienced Medical Office Associate/Travel Associate
 Scheduler Authorized to work in the US for any employer Work Experience Medical Assistant/Front
 Desk Vascular Associates of Michigan October 2017 to March 2019 Scheduling appointments and
 testing Reception front desk -check in/check out EMR scanning and chart preparation Travel
 receptionist and scheduler to multiple locations Community Health Worker - Scheduler/ Database
 Administrator LaJoy Group/Senior Alliance of Michigan September 2016 to February 2017 Federal
 Grant ended) Scheduler for Field team members Worked with seniors to set up appointments
 and review their needs Administrator for Athena medical database Family Service Counselor /
 Accounts Receivables/Collections Archdiocese of Detroit June 2013 to September 2016 Guiding
 families through end of life decisions. Counseling them to ensure that they have a clear
 understanding to fulfill their needs Accounts Receivable manager using the pastoral approach in
 working with collections Data entry in Quickbooks - Contracts, Retirement data tracking, Escrow
 management Medical Professional Business Associate Trinity Health Systems - St Joseph and St.
 Mary Hospitals October 2009 to June 2013 October 2009-June2013 Westside Obstetrics and
 Genecology Medical Professional Business Associate Front office associate, greets patients,
 appointment scheduling, scheduling testing Complete registration process, including charting,
 billing and coding General Medical office - creating charts/insurance follow ups Patient Access
 Surgery Scheduler Scheduler for surgery and surgical services for 5 hospitals using
 multi-schedule system Provided highest customer service to doctor offices and staff Scheduled
 sleep studies, cancer treatments, diabetes education and other outpatient services Outpatient
 Registration/Cancer Center Coordinated front desk activities including scheduling appointments,
 verifying insurance, creating new patient charts Education Bachelor's Degree in Business
 Administration in Business Administration Siena Heights University Associates Degree in Business
 and Medical Office in Business and Medical Office Schoolcraft College Gerontology Madonna
 University Skills Front Desk, Guest Service, Front Office, Reception, Customer Service

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