

Medical Receptionist Medical Receptionist Medical Receptionist Melbourne, FL Work Experience  
Medical Receptionist Advanced Medical-CPRX - Melbourne, FL February 2015 to June 2019  
Checked in new and old patients Took payments, batched out monies and made bank deposits  
Answered phone calls, made appointments and resolved patients issues Oversaw inventory Fixed  
computer issues and set up new equipment and software Explained program and fees to new  
patients Used Medisoft, Updox, Practice fusion and Clover Medical Receptionist Medical  
Associates of Brevard - Palm Bay, FL January 2014 to February 2015 Answered phone calls/made  
appointments Organized charts in EMR/Amazing Charts Checked in new and follow-up patients  
Took co-pays Fixed computer issues, networking issues, and installed and learned new software  
HIPAA compliance Administrator Advanced Medical-CPRX - Melbourne, FL December 2006 to April  
2013 Managed incoming patients Scheduling of patients Checking in and out patients Managing  
computers, server, and camera systems Managed monies Took care of all office issues  
NETWORK ADMIN MNEMONICS INC - Melbourne, FL August 1996 to February 2006 NETWORK  
ADMIN. Education High school or equivalent Melbourne High School - Melbourne, FL Skills Front  
Desk, Front Office, Reception

Name: Daniel Parker

Email: dorothyhamilton@example.org

Phone: +1-829-472-2114x40897