 Liesl M. Teters

1103 SE 145th Ct

Vancouver WA 98683-7038

503-983-3474

lieslteters@hotmail.com

**Career Goal:**

Reliable quality focused Professional looking for full or part time work in the medical or private industry.

**EXPERIENCE:**

**01/2000 - 01/2010**

Oregon Health Sciences University

PAS Resource Specialist

503-494-4500

* 2 years with Center for Women’s Health
* 6 years as office manager for the OHSU Epilepsy Program
* Verify patient demographics and insurance
* Data Entry
* Obtain insurance authorization when required
* Handling patient physician inquires
* Calm upset or angry patients
* Assist physicians with clinic schedules

**11/97 - 12/99**

Northwest Occupational Medicine Center;

Office Assistant

503-684-7246

* Purchasing
* Cost control
* Assist admissions department
* Reception
* Medical records department
* Data entry

**Key accomplishments:**

* Help develop standards of new computer program "EPIC" for patient scheduling and records maintenance.
* "Super" user for the new EPIC program to assist employees with learning the new program
* Focused background in physician assistance obtaining records and taking calls from the patient to relate directly to the physicians

**Skills:**

* Program development
* Microsoft Word      Excel       Access
* EPIC Program Medical scheduling
* Heavy multi-line phones
* Often the go-to person for questions

**Education**:

Some college,

Portland Community College, Writing

Clackamas Community College, Medical Terminology

Chemeketa Community College, Basic Accounting, Business Writing