**DENISE MURPHY**

17 Foran Road Apt. 71 Milford, CT 06460 (203) 848-7176 [denisesmurphy@gmail.com](mailto:denisesmurphy@gmail.com)

**SUMMARY**

An energetic licensed childcare business owner, skilled in maintaining the bookkeeping and financial records of the business. An organized and effective communicator who is devoted to the safety, well-being, and education of children. A strong background in patient admitting and as a receptionist from many diverse experiences in both hospital and dental settings.

**Receptionist/Admitting Representative/Business Owner Operator**

* Answered telephones, recorded and distributed messages.
* Scheduled and confirmed appointments.
* Ordered office supplies.
* Provided face to face contact for visitors in a responsive and courteous manner.
* Managed the finances of a business.
* Corresponded with insurance companies regarding patient pre-approval for coverage and deductibles.
* Interviewed incoming patients and entered admission information into the computer.
* Recorded names, religion, and age of patients to use in emergency situations.
* Explained hospital regulations including visiting hours, schedule of accounts, and payments.
* Accompanied patients or made necessary arrangements to move the patient to room or ward.
* Explained hospital regulations including visiting hours, schedule of accounts, and payment of accounts.
* Ordered and sterilized equipment.
* Recorded and organized daily logs, tax filings, and bank receipts/paperwork.
* Organized daily schedules of activities for children of various ages that ensured safety and promote learning while maintaining strong communication with parents.
* Maintained medical records for all children including vaccination updates, which are mandated for state inspection.

**EXPERIENCE**

1993-2012 Licensed Childcare Provider, Milford, CT

**Owner/Operator**

1989-1993 Milford Dental Associates, Milford, CT

**Dental Assistant/ Receptionist**

1988-1989 Milford Hospital, Milford, CT

**Admitting Representative**

**EDUCATION**

Westchester Community College, Valhalla, NY

**Associates Degree-Liberal Arts**