

JESSICA SANDERS

Organized, people-focused medical receptionist committed to health care excellence for over two years. Strong planning skills, discretion and level-headedness with sensitive information and in emergency situations. Highly familiar with medical terminology, HIPAA and electronic medical records management. Eager to learn while working alongside a passionate team of professionals.

321 North 1st Street,
Ormond Beach, FL 32175
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(386) 123-4567

PROFESSIONAL EXPERIENCE

TRAINEE MEDICAL RECEPTIONIST

Ormond Beach Oncology Associates,
Ormond Beach, FL
November 2018 - Present

- Answering phones and greeting patients in person and virtually — approximately 30 per day
- Booking appointments and assisting with new patient orientation
- Coordinating referrals for patients for insurance and other physician and specialist offices
- Resolving eligibility issues and issuing invoices and receipts
- Performing data entry, photocopying and maintaining stationery supplies

MEDICAL RECEPTIONIST EXTERN

ChenMed, Hialeah, FL
October 2017 - December 2017

- Assisted with reception duties, patient scheduling, registration and data entry
- Performed diagnostic testing and monitored changes in patient condition
- Updated health maintenance at patient visits
- ♦ Stocked and maintained equipment and supplies
- Cleaned and organized examination areas

EDUCATION

Medical Front Office 8nd Billing Diploma

Florida Career College, Pembroke Pines
February 2017 - December 2017

KEY SKILLS

- ♦ Teamwork
- ♦ Customer service
- ♦ BillingS diagnostic coding
- ♦ Microsoft Office
- ♦ Excellent oral and written communication skills

CERTIFICATIONS

- ♦ Certified Medical Administrative Assistant, National Health Career Association, 2017