carmen pablo

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| objective | | |
|  | Service-oriented receptionist with 5 year background in medical office Core competencies include medical terminology, and HIPPA compliance as well as excellent communication and time management skills, handle tasks with accuracy and efficiency . |
| Experience | | |
|  | 11/2009 – Present Daniel Levitan In Burbank, CA  **Medical Office Receptionist**   1. Answer telephones and direct calls to appropriate staff. 2. Schedule and confirm patients diagnostic appointments, surgeries or medical consultations. 3. Greet visitors, ascertain purpose of visit, and direct them to appropriate staff 4. Operate office equipment, such as voice messages systems, and use word processing, spreadsheet, or other software applications to prepare reports, invoices, financial statements, letters , case histories, or medical records. 5. Interview patients to complete documents , case histories , or forms, such as intake or insurance forms. 6. Receive and route messages or documents, such as laboratory results, to appropriate staff. 7. Compile and record medical charts, report, or correspondence., using typewriter or personal computer. 8. Maintain medical records, or correspondence files. 9. Transcribe recorded messages or practitioners diagnoses or recommendations into patients medical records. 10. Arrange hospital admissions for patients. 11. Perform various clerical or administrative functions, such as ordering and maintaining an inventory of supplies. |
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| Education | | |
|  | 2009 Eagle Rock High School Los Angeles, CA   1. High school diploma |

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