

NAME

TITLE

000-000-0000 / EMAIL / CITY, STATE, ZIP

Profile

Outgoing, customer service-oriented professional seeking a public-facing position in a medical clinic. Over five years of experience in the medical field, organizing patient files and billing insurance. Looking to use my communication skills to convey the office’s mission to all patients and vendors.

Experience

Medical Receptionist - Doctors For You / Location

MONTH YEAR - Present

- Worked the opening shift at a family medical practice ensuring the office was ready for over 100 patients daily
- Oversaw the office inventory and lowered supply expenses by 20% annually
- Billed Aetna, Cigna, and Medicaid insurance for patients
- Filled in calendars for four physicians from phone call appointments and the online scheduler

Front Desk Receptionist - Holiday Inn/ Location

MONTH YEAR – MONTH YEAR

- Worked the front desk of the downtown location during the afternoon check-in shift
- Greeted and checked in over 50 guests daily
- Handled credit card billing and holds on rooms
- Booked rooms in advance and handled walk-in guests

Project Experience

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Education

Diploma in Office Administration - Career College

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

Diploma - High School

May 2009

- GPA: LIST
- AWARD
- AWARD

Skills

Expertise

- Organized and promptly updated all patient files
- Entered data following HIPAA compliance
- Billed insurance companies to quickly process claims
- Scheduled appointments across four doctors with inputs from two distinct sources
- Managed inventory and records using Microsoft Office Suite

Licenses & Accreditations

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- Certified Medical Administrative Assistant from the National Healthcareer Association