

# NAME

TITLE

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

## Profile

Experienced medical receptionist seeks the fast-paced work environment of the hospital. Provides exceptional patient care and stellar oral and written communication.

## Experience

### Hospital Receptionist - City Hospital/ Location

MONTH YEAR - *Present*

- Served as the front desk liaison for the hospital
- Greeted over 200 patients daily and directed them to their destinations
- Answered phone calls while helping patients in person
- Prepared final patient reports daily

### Medical Receptionist - Private Clinic/ Location

MONTH YEAR – MONTH YEAR

- Managed patient intake, medical records, and discharge for over 300 patients
- Handled office and medical inventory and ordering
- Greeted patients in person and on the phone daily
- Scheduled appointments, meetings, and training for four physicians at the clinic

### Project Experience

- Managed the candy strippers at City Hospital, including shift scheduling and training

## Education

### Bachelor's Degree in Healthcare Management - City University

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

### Associate's Degree in Medical Office Administration - Community College

May 2009

- GPA: LIST
- AWARD
- AWARD

## Skills

### Expertise

- Organization skills for scheduling and inventory
- Manage office and medical supplies without error
- Handle patient records according to HIPAA compliance
- Understand medical coding for doctor's orders
- Bill insurance according to medical codes

## Licenses & Accreditations

### Licenses Licenses & Accreditations

- Medical Billing Certification from American Medical Billing Association (AMBA)
- Certified Coding Specialist (CCS) from American Health Information Management Association (AHIMA)
- Certified Medical Administrative Assistant from the National Healthcareer Association