

NAME

TITLE

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

Profile

Medical receptionist with six years of experience seeks a leadership role in a medical office. Expert competency with HIPAA compliance, insurance billing, calendar management, and shift scheduling. Background in medical technology and office operations..

Experience

Medical Receptionist - United Hospital/ Location

MONTH YEAR - Present

- Organized documents relating to patient intake and discharge paperwork, transferring paper documents into a digital record
- Billed Aetna, Blue Cross Blue Shield, Cigna, and United Healthcare insurance companies
- Handled phone calls and appointment scheduling for over 200 patients daily
- Transitioned website to include a secure patient portal and online calendar to streamline scheduling and intake paperwork, reducing patient waiting time by 12 hours weekly

Medical Receptionist - Doctors United- / Location

MONTH YEAR – MONTH YEAR

- Instigated transition to a paperless office by digitizing patient records, decreasing paper and printing expenses by 23% monthly
- Registered new patients and created intake paperwork before filing their medical records
- Scheduled over 50 appointments daily for four physicians in the office
- Ordered office and medical supplies monthly while managing inventory

Project Experience

- Managed medical receptionist intern applications at United Hospital
- Oversaw the new hire training program at Doctors United

Education

Associate’s Degree in Medical Office Administration - Community College

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

DEPARTMENT - SCHOOL

May 2009

- GPA: LIST
- AWARD
- AWARD

Skills

Expertise

- Calendar management
- Data entry
- HIPAA compliance
- Inventory management
- Outstanding internal and patient-facing communication

Licenses & Accreditations

Licenses Licenses & Accreditations

- Certified Coding Specialist (CCS) from American Health Information Management Association (AHIMA)