

# SARAH GREEN

## Medical Receptionist

1515 Pacific Ave, Los Angeles, CA 90291, United States

3868683442

email@email.com

Place of birth ..... *San Antonio*      Driving license ..... *Full*

### PROFILE

*Reliable Medical Receptionist with 6+ years' experience working. Looking to hold a role as Medical Receptionist at K&M Co. Has excessive experience with HIPAA; well-trained in documenting, medical billing, transcription, and other related administrative responsibilities.*

### EMPLOYMENT HISTORY

❖ **Medical Receptionist, St John's Hospital** ..... Jan 2020 — Jan 2021  
Oklahoma City

*Tasked with managing several general office obligations like answering many telephone lines, completing insurance forms, and mailing monthly invoice statements to patients for four medical practices situated in the same building*

- Answering phones, greeting patients, entering patient details.
- Guaranteed that patients and visitors were accompanied to the different service areas past the reception rooms.
- Performing the tasks of receiving and sending emails and faxes daily.
- Assessing necessity and priorities before accepting/ declining appointments and meetings with the practice manager.

❖ **Medical Receptionist, Beacon General Practitioners** ..... Jan 2018 — Dec 2019  
Tampa

*Accountable for greeting, registering, and collecting co-payments for patients once they've arrived for their consultation at the clinic housing 6 medical practitioner offices.*

- Authorizing refills of drugs and providing detailed prescription information to pharmacies.
- Managing several general office obligations like answering many telephone lines, completing insurance forms, and mailing monthly invoice statements to patients.
- Checking patients out to confirm they've received the necessary forms before leaving the office.
- Answering and managing incoming and outgoing calls while recording precise messages.

### EDUCATION

❖ **Lincoln Technical College** ..... Jan 2020 — Jan 2021  
Summerlin South  
*Medical Receptionist Certificate*

❖ **Purdue University Global,** ..... Jan 2017 — Nov 2018  
Online  
*Diploma in Healthcare Administration*

❖ **High School Diploma** ..... Jan 2015 — Mar 2019  
Orlando  
*t Mary's DSG, Orlando*

### SKILLS

Time Management Skills ..... *Expert*      Knowledge of Medical Terminology ..... *Expert*  
Multitasking Skills ..... *Expert*      Front Office ..... *Expert*

Bookkeeping Skills ..... *Expert*

## HOBBIES

*Tennis, Rugby, Soccer*

## LANGUAGES

German ..... *Native speaker*      English ..... *Highly proficient*

## STRENGTHS

❖ .....

- Exceptional experience in Windows/Apple OS, Office/Outlook. Capable of typing 88 wpm.
- Able to handle a PABX system with 110 extensions.