

Sarah Green



Medical Receptionist

Address	1515 Pacific Ave Los Angeles, CA 90291 United States	Phone	3868683442
Email	email@email.com	Place of birth	San Antonio
Driving license	Full		

01 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.

02 EMPLOYMENT HISTORY

01/2020 — 01/2021

Medical Receptionist at St John's Hospital

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.

01/2018 — 12/2019

Medical Receptionist at Beacon General Practitioners

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.

03 EDUCATION

Jan 2020 — Jan 2021

Lincoln Technical College

Summerlin South

Medical Receptionist Certificate

Jan 2017 — Nov 2018

Purdue University Global,

Online

Diploma in Healthcare Administration

Jan 2015 — Mar 2019

High School Diploma

Orlando

04 SKILLS

Time Management Skills	● ● ● ● ●	Knowledge of Medical Terminology	● ● ● ● ●
Multitasking Skills	● ● ● ● ●	Front Office	● ● ● ● ●
Bookkeeping Skills	● ● ● ● ●		

05 HOBBIES

Tennis, Rugby, Soccer

06 LANGUAGES

German	● ● ● ● ●	English	● ● ● ● ●
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07 STRENGTHS

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