



Sarah Green, Medical Receptionist

LOS ANGELES, CA 90291, UNITED STATES --
email@email.com

DETAILS

1515 Pacific Ave
Los Angeles, CA 90291
United States
3868683442

PLACE OF BIRTH

San Antonio

DRIVING LICENSE

Full

SKILLS

Time Management Skills

Multitasking Skills

Bookkeeping Skills

Knowledge of Medical Terminology

Front Office

HOBBIES

Tennis, Rugby, Soccer

LANGUAGES

German

English

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, Medical Receptionist Certificate

Jan 2020 — Jan 2021, Summerlin South

Purdue University Global,, Diploma in Healthcare Administration

Jan 2017 — Nov 2018, Online

High School Diploma, t Mary's DSG, Orlando

Jan 2015 — Mar 2019, Orlando

STRENGTHS

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