

# SARAH GREEN

Medical Receptionist

## DETAILS

### ADDRESS

1515 Pacific Ave  
Los Angeles, CA 90291  
United States

### PHONE

3868683442

### EMAIL

email@email.com

### 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

## 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** Oklahoma City

Jan 2020 — Jan 2021

*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** Tampa

Jan 2018 — Dec 2019

*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.

## LANGUAGES

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German

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English

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## EDUCATION

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**Medical Receptionist Certificate, Lincoln Technical College** Summerlin South

Jan 2020 — Jan 2021

**Diploma in Healthcare Administration, Purdue University Global,** Online

Jan 2017 — Nov 2018

**t Mary's DSG, Orlando, High School Diploma** Orlando

Jan 2015 — Mar 2019

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## STRENGTHS

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