



Sarah Green

Medical Receptionist

ADDRESS 1515 Pacific Ave
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United States

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DRIVING LICENSE Full

PHONE 3868683442

PLACE OF BIRTH San Antonio

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

Jan 2020 — Jan 2021
Oklahoma City

Medical Receptionist at St John's Hospital

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.

Jan 2018 — Dec 2019
Tampa

Medical Receptionist at Beacon General Practitioners

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
Summerlin South

Jan 2017 — Nov 2018
Online

Jan 2015 — Mar 2019
Orlando

Lincoln Technical College
Medical Receptionist Certificate

Purdue University Global,
Diploma in Healthcare Administration

High School Diploma
St. Mary's DSG, Orlando

04 SKILLS

Time Management Skills ● ● ● ● ● ●

Multitasking Skills ● ● ● ● ● ●

Bookkeeping Skills ● ● ● ● ● ●

Knowledge of Medical Terminology ● ● ● ● ● ●

Front Office ● ● ● ● ● ●

05 HOBBIES

Tennis, Rugby, Soccer

06 LANGUAGES

German ● ● ● ● ● ●

English ● ● ● ● ● ● ● ●

07 STRENGTHS

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