

# Sarah Green

## Medical Receptionist



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

**EMAIL** email@email.com

**DRIVING LICENSE** Full

**PHONE** 3868683442

**PLACE OF BIRTH** San Antonio

## 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

Jan 2020 – Jan 2021

OKLAHOMA CITY

### Medical Receptionist

#### 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

#### 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.

## Education

Jan 2020 – Jan 2021

SUMMERLIN SOUTH

### Lincoln Technical College

#### Medical Receptionist Certificate

Jan 2017 – Nov 2018

ONLINE

### Purdue University Global,

#### Diploma in Healthcare Administration

Jan 2015 – Mar 2019

### High School Diploma

## Skills

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

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## Hobbies

Tennis, Rugby, Soccer

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## Languages

German	● ● ● ● ●	English	● ● ● ● ●
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## Strengths

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