

# Sarah Green, Medical Receptionist

1515 Pacific Ave, Los Angeles, CA 90291, United States, 3868683442, email@email.com

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Place of birth	San Antonio	Driving license	Full
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## 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.*

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## EMPLOYMENT HISTORY

Jan 2020 — Jan 2021	<b>Medical Receptionist, St John's Hospital</b>	Oklahoma City
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*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	<b>Medical Receptionist, Beacon General Practitioners</b>	Tampa
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*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.
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## EDUCATION

Jan 2020 — Jan 2021	<b>Medical Receptionist Certificate, Lincoln Technical College</b>	Summerlin South
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Jan 2017 — Nov 2018	<b>Diploma in Healthcare Administration, Purdue University Global,</b>	Online
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Jan 2015 — Mar 2019	<b>t Mary's DSG, Orlando, High School Diploma</b>	Orlando
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## SKILLS

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

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## HOBBIES

Tennis, Rugby, Soccer

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## LANGUAGES

German	Native speaker	English	Highly proficient
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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.