
Assistant Clinic Admin Resume

Job Objective

Seeking an Assistant Clinic Admin position utilizing my skills and knowledge.

Highlights of Qualifications:

- Extensive experience of providing office administrative services in a clinic setting
 - In-depth knowledge of telephone etiquette, customer service and medical terminology
 - Remarkable knowledge of Microsoft Office programs such as Word, Excel and PowerPoint
 - Familiarity with protecting confidentiality of sensitive data and issues
 - Ability to communicate with Clinic Administrator and staff members, in a professional manner
 - Ability to prioritize, manage and perform multiple tasks, simultaneously and efficiently
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Professional Experience:

Assistant Clinic Admin
Cardon Outreach, Spokane, WA
August 2012 – Present

Responsibilities:

- Answered phone calls, welcomed clients, and scheduled patients' appointments.
 - Verified patient-provided information and completed all mandatory forms, on time.
 - Managed and performed administrative activities and financial transactions of the clinic.
 - Entered, maintained, updated all patient-related data and inventory information in computer.
 - Ordered and maintained the stock level of office supplies, as directed by Clinic Administrator.
 - Protected and ensured confidentiality of all patient and clinic related data.
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Assistant Clinic Admin
Cleveland Clinic – Weston, FL
May 2009 – July 2012

Responsibilities:

- Handled and responded to all incoming phone calls, in a prompt and polite manner.
 - Set patients' appointments and educated them about tests and treatment procedures.
 - Obtained and verified all medical records of patients, in a proper manner.
 - Maintained and updated all educational materials and consent forms of patients.
 - Interpreted and complied with established insurance protocol, as applicable.
 - Directed and monitored the delivery of all patient care services, effectively,
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Education:

Bachelor's Degree in Health Education
Maritime College, Throgs Neck, NY

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