
Chiropractic Receptionist Resume

Job Objective

Career minded Chiropractic Receptionist seeking a full-time position with company in need of hard-working, dedicated employees.

Summary of Qualifications:

- Vast experience working in a Chiropractic and Medical office
 - Deep knowledge of medical coding and the electronic medical billing systems
 - Good understanding of insurance verification and claims
 - Familiarity with ICD-9 and CPT codes
 - Ability to check patients in and out, collect money from patients, schedule appointments and educate patients
 - Ability to verify all information with the insurance companies
 - Ability to maintain a record of all check in and checkout of patients
 - Ability to multitasking and prioritizing the work
 - Excellent face-to-face and phone communication skills
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Work Experience:

Chiropractic Receptionist, August 2005 – Present

Scott Family Chiropractic, Salem, VA

- Greeted all patients and visitors with courtesy whether in person and on the telephone, answered to all their inquiries.
- Managed all customer request and scheduled appointments for the visitors.
- Ensured that the treatment room is available before giving appointment to the patients.
- Administered the patient appointments such as informing the service provider about the patient's arrival or any delays.
- Maintained a neat and clean reception desk, patiently answered all patient queries.
- Prepared a record of individual patients such as their treatments, personal information and any necessary detail.

Chiropractic Receptionist, May 2000 – July 2005

Access Chiropractic, Salem, VA

- Maintained a record of financials of the clinic such as the patients charges, any credit extended to them and processed all third party claims.
 - Managed the inventory and equipments of the clinic, checked the supplies on a regular basis and placed orders in accordance to it.
 - Verified all invoices for the supplies and coordinated with the external agencies for equipment maintenance and repair.
 - Ensured that all confidential personal and financial information of the patient is maintained at all times.
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Education:

Bachelor's Degrees in Liberal Arts, American Graduate University, Covina, CA

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