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## Chiropractor Receptionist Resume

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### Job Objective

Qualified Chiropractor Receptionist looking for the chance to fill this position with organization that will utilize my training to enhance the growth of company and my career.

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### Summary of Qualifications:

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- Vast experience with hospital information system
  - Sound knowledge of the medical procedures
  - Familiarity with insurance verifications and insurance authorizations procedures
  - Ability to schedule appointments & calling patients for appointment confirmation
  - Ability to handle multiple phone lines
  - Ability to greet patients and coordinate check-in and check-out functions
  - Ability to post charges to patient accounts
  - Proficiency in using Microsoft Word applications
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### Work Experience:

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Chiropractor Receptionist, August 2005 – Present  
Douglas Chiropractic, Lima, OH

- Maintained the patient records and updated it on a regular basis.
- Greeted patients in a polite manner in person and over the telephone.
- Ensured that the provider has time and the treatment room is available prior to making appointments.
- Reviewed the services delivered by the provider to ensure optimal services are meted out to the patient.
- Prepared charts for the patients and kept a record of all medical, personal and financial information.

Chiropractor Receptionist, May 2000 – July 2005  
Restorative Wellness Center, Lima, OH

- Administered the financials of the clinic such as maintaining a record of all the patients charges, credit given to them.
  - Maintained the inventory of the clinic by regularly checking the supplies and placed purchase orders accordingly.
  - Coordinated with the outside vendors to schedule appointments for the maintenance and repair of equipments.
  - Assisted patients in need of emergencies.
  - Ensured that the patient's personal and financial information is kept confidential at all times.
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### Education:

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

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