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## Clinic Clerk Resume

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### Job Objective

Seeking to obtain a Clinic Clerk position with an organization where I can utilize my clerical skills and be an asset to the employer.

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### Work Experience:

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Clinic Clerk, May 2004 – Present

Toppenish Medical-Dental Clinic, Sarasota, FL

- Performed clerical functions including edits and handling transcription.
- Facilitated to drift over to other ACU clinics.
- Administered dictations and file medical documents accurately with patient chart.
- Performed secretarial duties.
- Coordinated in distribution of mail to providers and nurses and adhere to filing system.
- Volunteered to act upon into other medical, nursing or administrative areas.

Clinic Clerk, March 2002 – April 2004

Guthrie Clinic, Sarasota, FL

- Organized and preserved medical records of patient in a well-timed fashion.
  - Retrieved medical credentials as necessary for patient care.
  - Ensured proper storage of records returned to Medical Record storage room.
  - Maintained confidentiality of medical information of patents.
  - Retrieved charts for pharmacy refills and triage nursing calls, routing to appropriate staff for response.
  - Contributed to the transference of requested medical information in accordance with UFP Policies and HIPPA.
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### Summary of Qualifications:

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- Ability to perform and expedite skills in hospital environment
  - Familiar with transcription work
  - Basic knowledge of medical terminology
  - Typing speed of 50 W.P.M
  - Ability to communicate clearly and effectively
  - Excellent communication skill to maintain good relations with Patients
  - Highly skilled in preparing reports and adverting to correspondence
  - Basic knowledge of computers, telephone etiquette and medical office practices
  - Ability to prepare, file and maintain patient records, reports and other correspondence
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### Education:

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Associate Degree in Commerce, Pima Community College, Tucson, AZ

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