
Cosmetic Surgery Receptionist Resume

Job Objective

To obtain a position as Cosmetic Surgery Receptionist that enables me to make positive contributions to company by using my skills to their fullest potential.

Professional Experience:

Cosmetic Surgery Receptionist, August 2005 – Present
All's Well, High Point, NC

- Greeted all visitors and patients politely on the phone and in person, assisted them with all their queries.
- Maintained all appointments for the patients and ensured that provider and the treatment room are available.
- Managed patient accounts such as maintaining the records of their personal and financial information.
- Administered the financial functions of the clinic such as collecting patient fees, keeping records of any credit and processed all third party claims.
- Ensured that all the confidential patient information is always protected.

Cosmetic Surgery Receptionist, May 2000 – July 2005
Medical Resources, High Point, NC

- Maintained the clinic by keeping the waiting area and lobby clean at all times.
 - Scheduled all appointments for surgery through various mediums such as phone, web and in person.
 - Greeted all customers politely and attended to their enquiries.
 - Prepared the calendar for all surgeries to be carried by consulting with the doctor.
 - Managed the payments for the procedures carried in the facility.
 - Administered the medical records, reviewed it for any changes and assisted it with any requests on the same.
 - Ensured all the data is correct and uploaded it on the computers.
 - Created charts for the new patients and prepared charts to be reviewed by the peers.
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Summary of Qualifications:

- Strong customer service, sales experience in medical office facility
 - Deep knowledge of medical terminology and the associated codes
 - In-depth knowledge of dermatology medical and Cosmetic office procedures and terminology
 - Ability to schedule appointments, provide quoting fees, educate about the procedures involved
 - Ability to track all patient activity
 - Ability to get new patients demographics information and insurance verification
 - Ability to multitask and provide optimal customer service
 - Proficiency in using the phone and managing multiple lines
 - Excellent typing Skills (50wpm)
 - Exceptional interpersonal and communication skills
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Education:

High School Diploma, Nettleton High School, Jonesboro, AR

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