
Doctors Receptionist Resume

Job Objective

Experienced Doctors Receptionist seeking a position with strong company in which to further advance my skills in this industry while contributing to the success of organization.

Summary of Qualifications:

- Admirable experience in working as a receptionist for a medical facility
 - Sound knowledge of answering phone calls and collecting co payments
 - In-depth knowledge of medical terminology
 - Operational knowledge of scheduling patients
 - Familiarity with data processing Insurance Billing, Billing collections, authorizations
 - Proficient with Microsoft Outlook, Word, Excel, PowerPoint
 - Good understanding of medical terminology
 - Ability to handle all patient queries
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Work Experience:

Doctors Receptionist, August 2005 – Present
Roper St. Francis Healthcare, Tampa, FL

- Scheduled the appointments for patients.
- Conducted the pre tests for patients before the examination by the doctor.
- Maintained paperwork for all the patients such as the necessary personal and financial information.
- Verified the information on a regular basis to ensure that it is accurate.
- Reconciled all appointments and the patient coming to the clinic at the end of the day.
- Monitored all the confidential information in accordance with the HIPAA privacy regulations.

Doctors Receptionist, May 2000 – July 2005
Lakeshore Medical Clinic, Tampa, FL

- Assisted the patients in getting the appropriate medical and technical staff.
 - Greeted all patients politely and answered all questions regarding the clinic policies and procedures.
 - Maintained a record of all personal files and retrieved them when required.
 - Administered the cleanliness of the reception and waiting area ensured that there is a proper flow of patients in the waiting room.
 - Managed the telephone lines and directed the calls to the appropriate departments or personnel.
 - Assisted the Health and Wellness staff in all the promotion activities carried in the facility.
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Education:

Associate Degree in Medical Receptionist, Lorain County Community College, Elyria, OH

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