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## Doctors Receptionist Resume

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### 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.

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### 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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