
Hospital Receptionist Resume

Job Objective

Experienced Hospital 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:

- Remarkable experience of working as a receptionist in a health care environment
 - Outstanding knowledge of Medical terminology
 - Sound knowledge of the switchboard and phone lines
 - Ability to understand all oral and written instructions
 - Ability to Check patients out, collect money and reschedule follow-up appointments
 - Ability to maintain relations with the physicians, public and the administrative staff
 - Ability to respond quickly to emergency requests
 - Excellent communication skills
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Work Experience:

Hospital Receptionist, August 2005 – Present
New Milford Hospital, Ontario, CA

- Greeted all visitors and patients on the phone with courtesy.
- Maintained a record of all the couriers and documents both incoming and outgoing.
- Ensured that all enquiries made by the patients are answered.
- Administered the payments made by the patients and issued receipts for the same.
- Prepared all reports for the patients on computers as well as manually.

Hospital Receptionist, May 2000 – July 2005
St Helena Hospital, Ontario, CA

- Assisted the patients in emergency and outpatient services of the clinic.
 - Maintained a record of all personal and medical information of a patient coming to the clinic.
 - Ensured that the front desk operations the clinics are working efficiently.
 - Supported both the clerical and administrative department of the clinic.
 - Handled all communication with patients to maintain optimal customer services for the patients.
 - Coordinated with the safety officer, nursing and social work department to maintain all the visitation restrictions and regulations.
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Education:

Bachelor's Degree in Hospital Administration, Southern Connecticut State University, New Haven, CT

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