
Medical Clerk Resume

Job Objective

Seeking a Medical Clerk position in a company where my skills and knowledge can be used and enhanced to the fullest.

Highlights of Qualifications:

- Remarkable clerical experience in a medical setting
 - Thorough knowledge of medical terminology and provider's instructions
 - Extensive knowledge of clinic's regulations, policies and procedures
 - Ability to receive visitor and patients, screen phone calls and answer and refer questions
 - Ability to complete appropriate request forms and electronic screens
 - Ability to process, maintain, compile, and report patient information for health requirements and standards
 - Skilled in using computer, photocopier, fax machine, calculator and other office equipment
 - Ability to understand and follow oral and written instructions
 - Ability to gather, record, analyze, evaluate and disseminate information
-

Professional Experience:

Medical Clerk
Highland General Hospital, Birmingham, AL
August 2005 – Present

Responsibilities:

- Assured that each patient treated is eligible for care and has adhered with clinic enrollment procedures.
- Performed initial screening of patients, including veteran eligibility and active enrollment.
- Scheduled and notified patients of follow-up appointments and referrals.
- Took part in the ongoing Performance Improvement Program.
- Maintained confidentiality of all information and supported patients' privacy, patients' rights and safety.

Medical Clerk
TRC Staffing Services, Birmingham, AL
May 2000 – July 2005

Responsibilities:

- Originated, updated and maintained patient information and records manually.
 - Provided information about payment policies, collected monies and issued receipts.
 - Assisted in admitting and discharging patients.
 - Developed reports, billing documents, charts and statistical data.
 - Scheduled appointments and notified patients.
 - Maintained appointment books and scheduled lab tests as required.
 - Answered telephone inquiries and referred and transferred calls.
 - Performed clerical duties such as typing, filing, photocopying, charting, and posting.
 - Collected, sorted, distributed, stored and filed x-rays and similar materials.
-

Education:

High School Diploma
Glenbard South High School, Glen Ellyn, IL

[Build your Resume Now](#)