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## Medical Clinic Receptionist Resume

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### Job Objective

In search of a well-established company when I can utilize my talents and skills by securing a position as a Medical Clinic Receptionist.

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### Summary of Qualifications:

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- Remarkable receptionist and billing experience in healthcare setting
  - Exceptional knowledge of medical terminology
  - Sound knowledge of office equipments
  - Familiarity with ICD- 9, CPT-4 coding, Medicare, Medicaid and general health care
  - Ability to work independently as well as with a team of health care professionals
  - Ability to keep medicals records
  - Skilled to resolve all complaints of the patients
  - Proficiency in answering all queries over the phone
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### Work Experience:

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Medical Clinic Receptionist, August 2005 – Present

Good Samaritan Regional Medical Center, Abilene, TX

- Greeted all patients and visitors in a pleasant manner and assisted them.
- Monitored the incoming calls, screened and provided them all information.
- Prepared charts for the new patients and maintained a record for the same, ensured all the necessary information is mentioned in the charts.
- Maintained logs of the patients and fees received from each of them.
- Assisted the patients in the discharge process, scheduled follow up appointments and reviewed all the physician notes.
- Scheduled appointments in accordance to the clinic procedures.
- Ensured that all the patient confidential information is maintained at all times.

Medical Clinic Receptionist, May 2000 – July 2005

White River Health System, Abilene, TX

- Assisted the medical and ancillary teams in performing all clerical procedures in the clinic.
  - Managed all clerical duties such as answering the phone line and scheduling the appointments.
  - Maintained a record of the patient's treatments and the fees paid.
  - Greeted all visitors and patients in a pleasant manner.
  - Coordinated between the medical staff and patients.
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### Education:

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High School Diploma, Centennial High School, Champaign, IL

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