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## Medical Front Desk Receptionist Resume

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### Job Objective

To use my abilities as a Medical Front Desk Receptionist to help growing company meet overall goals while enhancing my career in the process.

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### Highlights of Qualifications:

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- Remarkable front office and customer service experience within a medical office setting
  - Sound knowledge of procedures and practices of a medical facility
  - Operational Knowledge of medical terminology and protocol
  - Wide knowledge of patients' rights and medical legal aspects for release of information
  - Ability to register patients, verify insurance, and maintain records and reports for the medical office
  - Ability to communicate with the patient and visitors
  - Excellent organizational skills
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### Professional Experience:

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Medical Front Desk Receptionist, August 2005 – Present  
Novik Stawicki Medical Associates,, New York, NY

- Coordinated with the patients to organize the desk operations of the clinic.
- Greeted all patients and visitors in a pleasant manner.
- Maintained a record of all payments and credits on the billing system.
- Scheduled the appointments for the patients and informed the doctor accordingly.
- Managed a multi line phone system along with the patients in the waiting room.
- Ensured a neat and clean reception area at all times is maintained.

Medical Front Desk Receptionist, May 2000 – July 2005  
Wentworth-douglass Hospital, New York, NY

- Ensured that the reception area is clean at all times and has appropriate number of brochures and pamphlets.
  - Coordinated with the wellness staff in promoting various health activities in the facility.
  - Assisted the doctors in conducting pre tests for the patients prior to the doctor appointment.
  - Maintained a record of all the paper work for the patients.
  - Evaluated the patient information and updated it regularly.
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### Education:

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High School Diploma, Pioneer High School, Redding, CA

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