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R E F E R E N C E S

**Medical Receptionist at St'Mary's Hospital**

February 2008 – January 2010

• Answering phones, greeting patients, entering patient details.

• Guaranteed that patients and visitors were accompanied to the different service areas past the reception rooms.

• Performing the tasks of receiving and sending emails and faxes daily.

• Screening all visitors and scheduling them for Doctor's consultation.

• Ordering and distributing office supplies, adhering to the fixed office budget.

**Medical Receptionists at HS Biokineticists**

February 2010 – January 2015

• Authorizing refills of drugs and providing detailed prescription information to pharmacies.

• Managing several general office obligations like answering many telephone lines, completing insurance forms, and mailing monthly invoice statements to patients.

JUNE 2020

Diploma in Office Administration, Southern Methodist University, Winbrooks

Highly Reliable Medical Receptionist with 6+ years’ experience working. Looking to hold a role as Medical Receptionist at K&M Co. Has excessive experience with HIPAA.

MediPay

Quickbooks

Voip

MS Word

Intecom

Slack

APRIL 2018

Medical Receptionist Certificate, Lincoln Technical Academy, Online

CONNOR GREEN

MEDICAL RECEPTIONIST

E D U C A T I O N

C O N T A C T S

(212) 555 - 5555

yourname@mail.com

[Your website](https://www.resumeviking.com/templates/)

Your location

W O R K

E X P E R I E N C E

**Medical Receptionist at Smith's GP's**

February 2015 – December 2020

• Greeting, registering, and collecting co-payments for patients once they’ve arrived for their consultation.

• Answering phones and directing calls to the appropriate doctor/personnel.

• Checking patients out to confirm they’ve received the necessary forms before leaving the office.

E X P E R T I S

E

L A N G U A G E S

Fluent in English + German Conversation in Spanish