

Jessica Sanders
(386) 123-4567
jcsanders@email.com
321 North 1st Street, Ormond Beach, FL 32175

Profile

Organized, people-focused medical receptionist committed to health care excellence for over two years. Strong planning skills, discretion and level-headedness with sensitive information and in emergency situations. Highly familiar with medical terminology, HIPAA and electronic medical records management. Eager to learn while working alongside a passionate team of professionals.

Key Skills

- Teamwork
- Customer service
- Billing & diagnostic coding
- Microsoft Office
- Excellent oral and written communication skills

Education

Medical Front Office and Billing Diploma

FLORIDA CAREER COLLEGE Pembroke Pines, February 2017 – December 2017

Professional Experience

Trainee Medical Receptionist, Ormond Beach Oncology Associates, Ormond Beach, FL

November 2018 – Present

- Answering phones and greeting patients in person and virtually — approximately 30 per day
- Booking appointments and assisting with new patient orientation
- Coordinating referrals for patients for insurance and other physician and specialist offices
- Resolving eligibility issues and issuing invoices and receipts
- Performing data entry, photocopying and maintaining stationery supplies

Medical Receptionist Extern

ChenMed, Hialeah, FL, October 2017 – December 2017

- Assisted with reception duties, patient scheduling, registration and data entry
- Performed diagnostic testing and monitored changes in patient condition
- Updated health maintenance at patient visits
- Stocked and maintained equipment and supplies
- Cleaned and organized examination areas

Certifications

Certified Medical Administrative Assistant,

National Health Career Association, 2017