

# LOIS LANE

1928 Peachtree Ave,  
Atlanta, GA 34567  
Lois.Lane@outlook.com  
(651) 231-8954

## EDUCATION

### Bachelor of Science in Biological Sciences

University Of Missouri St. Louis,  
MO, 2010 - 2014

## KEY SKILLS

- Medical Terminology
- Analyzing and Collecting Patient History Documentation
- Exam Room Policies & Procedures
- Medical Billing & Coding
- Transcription Data Entry
- Physician Assistance
- Written & Verbal Communication
- EMR
- Health Information Systems Management
- Technical Writing

Accomplished medical scribe with seven years of experience assisting physicians with detail-oriented documentation and communications. Thorough in providing patients with education for treatment plans, responding to insurance inquiries, and ensuring accurate patient care notes are transcribed correctly and within scheduled time frames. Ability to work in fast-paced environments and handle multiple activities with sound decision-making capacity.

## PROFESSIONAL EXPERIENCE

### Senior Medical Scribe

Atlanta Primary Care Physicians, Atlanta, GA | March 2017 - Present

- Record diagnostic testing results, appointment notes, and codes to be entered into Electronic Medical Record (EMR) system for insurance claims, treatment plan assignment, billing, and future visit reference
- Oversee office database and ensure exam results, assessments, treatment plans, and patient information is input correctly and within 48 hours of patient visit
- Support office by leveraging years of experience to train new hires and provide continuing mentorship
- Assist office of 13 physicians with establishing SOPs for current and future staff

### Medical Scribe: Radiology

St. Luke's Hospital, Atlanta, GA | July 2014 – March 2017

- Provided error-free assistance for up to six physicians within Radiology for St. Luke's Hospital
- Documented results from CT scans, MRIs, x-rays, and ultrasounds into hospital database for cross-departmental communications aiding with physician diagnosis, accurate account billing, and efficient insurance claim responses
- Transcribed information into EPIC database, including test results, medications, and patient history
- Documented all procedures performed by physicians and provided briefings prior to entering exam rooms while assisting with testing or room preparation as needed