



Tony Stark

Receptionist at a private practice with experience working in healthcare industry. Knowledge of medical terminology, human anatomy, and dictation software backed by Medical Scribe Specialist certificate. Demonstrated attention to detail, enthusiasm, and work ethic. Strong organizational and project management skills with the ability to remain calm in stressful situations.

Professional Experience

Receptionist

Dr. Scribe: Private Practice, West Burlington, IA January 2020 – Present

- Check in patients and collect contact, medical, and insurance information
- Answer incoming calls regarding appointments and schedule follow-up visits or procedures as needed
- Coordinate physician schedule and ensure that exam rooms are stocked with supplies
- Use EHR system to manage patient records while always maintaining patient confidentiality according to HIPAA standards

5085 Moses St, Apt 602,
New York City, NY 01234
tony.stark@gmail.com
(531) 895-2144

Education

Certificate: Medical Scribe
Specialist

Southeastern Community College West
Burlington, IA, 2021

Related Coursework:

- Anatomy & Physiology
- Medical Terminology
- Medical Law & Ethics
- Human Relations

Key Skills

- Healthcare Information Technology (HIT)
- Electronic Health Records (EHR)
- Medical Terminology & Research
- Data Entry
- HIPAA