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| **Nortalent Resume** |
|  | **MEDICAL RECEPTIONIST** |
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| **Contact** |
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| (555) 333-7777 |  |
| info@nortalent.com |  |
| 555 Nortalent Avenue Chatham, VA 24531 |  |
| linkedin.com/in/latron |  |
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| **Education** |
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| **Associates in Human Services,****May 2008**GPA: 3.2Central Virginia Community College – Lynchburg, VA |
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| **Key Skills** |
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| Medical Terminology |
| Mandarin Proficiency |
| Web and tech savvy |
| Point Click Care ERP  |
| HIPAA Regulations |
| Salesforce Case Management |
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| **Awards** |
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| **May 2020**40 Under 40 Award |

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| **Profile** |
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| Highly motivated and personable Medical Receptionist with 10+ years of expertise in creating and implementing an efficient and top-quality clinical experience for patients and staff, meeting timely patient intake requirement, and maintaining error free patient records. |
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| **Professional Experience** |
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| **Medical Receptionist**Jacobson & Sons – Chatham, VA  | **Sept 2022 - Present** |
| * Greet and register up to 100 patients and visitors per day, following HIPAA standards, and verifying their personal and insurance information upon arrival.
* Manage a multi-line phone system and handle approximately 80 calls per day, serving as the primary point of contact for callers.
* Respond to email inquiries within 24 hours of receipt in a proactive manner.
* Manage appointments in the patient management system, ensuring that all information is accurate and up to date.
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| **Clinical Secretary**Medical Associates, Alexandria, VA  | **Sept 2018-Aug 2022** |
| * Managed appointments in the patient management system, ensuring that all information is accurate and up to date.
* Greeted and registered up to 75 patients and visitors per day, following HIPAA standards, and verified their personal and insurance information upon arrival.
* Managed a multi-line phone system and handled approximately 40 calls per day, serving as the primary point of contact for callers.
* Responded to email inquiries within 24 hours of receipt in a proactive manner.
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| **SECRETARY**Brooklyn & Associates – Elstone, VA  | **May 2013-Aug 2018**  |
| * Greeted and registered up to 50 patients and visitors per day, following HIPAA standards, and verifying their personal and insurance information upon arrival.
* Managed a multi-line phone system and handle approximately 20 calls per day, serving as the primary point of contact for callers.
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