|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|

|  |
| --- |
| **Nortalent Resume** |
| **Medical Receptionist Candidate** |
| **CONTACT** |
| ***Phone:*** (555) 333-7777***Email:*** info@nortalent.com***Address***: 555 Nortalent Avenue Chatham, VA 24531***LinkedIn:*** [linkedin.com/in/latron](http://www.linkedin.com/in/latron)**Website**: [www.Nortalent.com](http://www.nortalent.com/) |
|  |
| **PROFILE** |
| *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.* |
|  |
| **EDUCATION** |
|  |
| **Associates of Arts in Human Services** * May 2008
* Central Virginia Community College
* Lynchburg, VA
* GPA: 3.2
 |

 |  |
| **PROFESSIONAL EXPERIENCE** |
|  |
| **Medical Receptionist***Jacobson & Sons – Chatham, VA**September 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.
 |
|  |
| **Clinical Secretary***Medical Associates – Alexandria, VA* *September 2018- August 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.
 |
|  |
| **Medical Secretary***Brooklyn & Associates – Elstone, VA* |
| *May 2013 – August 2018* |
| * Greeted and registered up to 50 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 20 calls per day, serving as the primary point of contact for callers.
 |
|  |
| **Key Skills** | **Honors & Awards** |
|  |  |
| * Background pattern  Description automatically generatedMandarin
* Typing speed of 65 WPM
* Project Coordination
* Team Facilitator
* Myers Briggs: INTJ
* DISC: I.S. Type
 | * Ut Prosim Award
* 40 Under 40
* Employee of the Month
* Highest Performer
 |