|  |
| --- |
| **Nortalent Resume****Medical Secretary Candidate** |
|  |
|

|  |
| --- |
| **Contact** |
|  |
| (555) 333-7777 |  |
| Info@nortalent.com |  |
| 555 Nortalent Avenue Chatham, VA 24153 |  |
| linkedin.com/in/latron |  |
|  |
| **Education** |
|  |
| **Associates of Arts in Human Services** |May 2008Central Virginia Community College -Lynchburg, VA | GPA: 3.2 |
|  |
| **Key skills** |
| Medical TerminologyHIPAA RegulationsCustom ContactMicrosoft OfficePoint Click CareSalesforceMandarin |
|  |
| **Honors & Awards** |
|  |
| **(May 2022)**40 Under 40-RoanokerUt Prosim for Service- VA TechKey to the City- Town of Radford. |

 |  |

|  |
| --- |
| **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 requirements, and maintaining error free patient records. |
|  |
| **Professional Experience** |
|  |
|

|  |
| --- |
| **Medical Receptionist**Jacobson & Sons – Chatham, VA  |
| * 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  |
| * 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.
 |

 |
|

|  |
| --- |
| **SECRETARY**Brooklyn & Associates – Elstone, VA  |
| * 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.
 |

 |

 |