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| **Nortalent Resume**  **Medical Secretary Candidate** | | |
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| |  |  | | --- | --- | | **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 2008  Central Virginia Community College -Lynchburg, VA |  GPA: 3.2 | | |  | | | **Key skills** | | | Medical Terminology  HIPAA Regulations  Custom Contact  Microsoft Office  Point Click Care  Salesforce  Mandarin | | |  | | | **Honors & Awards** | | |  | | | **(May 2022)**  40 Under 40-Roanoker  Ut Prosim for Service- VA Tech  Key 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. | | | | |