

**Nortalent Resume**

Medical Receptionist

P: (555) 333-7777

E: info@nortalent.com

555 Nortalent Avenue

Chatham, VA 24531



**SKILLS**

* Skilled in Medical Terminology.
* Knowledgeable about HIPAA Regulations.
* Proficient in Custom Contact.
* Experienced in using Microsoft Office.
* Skilled in using Point Click Care.
* Experienced in using Salesforce.
* Capable of multitasking.
* Pay great attention to detail.
* I am self-directed in my work.

**EDUCATION**

* **Bachelors of Arts in Business**

May 2008- Radford University, Radford, VA | GPA: 3.9

* **Associates of Arts in Human Services**

May 2008- Central Virginia Community College Lynchburg, VA | GPA: 3.2

**Portfolio & Publications**

* ***LinkedIn:*** [linkedin.com/in/latron](http://www.linkedin.com/in/latron)
* **Website**: [www.Nortalent.com](http://www.nortalent.com/)

**Additional Interests**

* Currently Learning Mandarin
* Project Coordination
* Team Facilitator
* Myers Briggs: ENFS
* DISC: I.S. Type

**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.

**WORK EXPERIENCE**

**MEDICAL RECEPTIONIST | SEPTEMBER 2022 – PRESENT**

**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 | SEPTEMBER 2018 – AUGUST 2022**

**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.

**CLINICAL SECRETARY | MAY 2013 – AUGUST 2018**

**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.