## Medical Receptionist Resume Sample 1

**Patricia Mickle**

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### A. Summary

Experienced medical receptionist, looking for a job where I can use my outstanding abilities to provide tier one patient care in an efficient manner, as well as my excellent knowledge of the medical terminology. I am also seeking a position that can allow me to use my expertise when it comes to scheduling appointments as well as assisting the doctors with the medical procedures that they perform.

### B. Working Experience

* **April 2006 – Present – The Family Medical Center, Pasadena, California**

**Responsibilities**: Welcome the patients, their families, and relatives and provide directions. Take care of the check-in tasks for all patients. Fill in and verify the information in their medical file or record. Enter their demographics as well as their insurance info into the system. Help patients that are physically challenged or who have difficulties. Confirm their appointments and get their referral information. Notify the staffing, be it the medical nurse or the doctor when the patient is ready to go in. Notify the patient when the doctor is available to see him. Escort the patient in the physician’s office.

**Achievements**: Received the Receptionist of the Month Award in 2014 for outstanding skills and abilities.

### C. Education and Academic Training

* Graduated from the Pasadena Community College in Pasadena, California, in 2005

### D. Job Related Skills

* Exceptional skills in performing duties related to the front desk in a healthcare setting
* Very well-versed when it comes to greeting patients or clients and interacting with them and their families
* A documented success in taking telephone calls if there is a multi-line system in place
* Excellent at scheduling appointments for patients
* The ability to coordinate and organize transportation for patients in need
* A proved ability to interact with patients, doctors, and nurses very efficiently.

### E. General Skills

* Outstanding communication skills
* Patience
* Empathy
* Dedication
* Very meticulous
* Bilingual. I can speak both English and Turkish
* Very skilled in using the Microsoft Office package, especially Excel, Word, and Outlook.
* Welcoming attitude