## Medical Receptionist Resume Sample 2

**Renee Canady**

2997 Meadow Drive, Oklahoma City, Oklahoma 73109

*reneecanady@email.com*

405-919-0893

### A. Summary

A skilled medical receptionist who desires a position where she can use her outstanding front desk services, as well as her capability of handling patients and their concerns in an efficient manner. I have an exceptional knowledge of all the fundamental medical procedures, a very keen sense when it comes to medical terms and an approach that has been characterized in the past as being highly professional.

### B. Working Experience

* **June 2014 – Present - The ALC Medical Center, Oklahoma City, Oklahoma**

**Responsibilities**: Welcome the patients in the institution. Check their track records as well as their health insurance. Accommodate them until they are ready to see the doctor or the nurse. Answer all their questions. Take phone calls and deal with all face-to-face inquiries. Explain how the practice works as well as the procedures to all new customers. Write letters and emails on behalf of the medical staff in the unit. Maintain the reception area very clean so as to prove a high professional standard. Arrange follow up appointments if they are necessary for all the patients. File the results of the tests. Arrange prescriptions for the patients. Liaise with the delivery companies and the couriers.

**Achievements**: Increased the reception’s efficiency by 45 percent when I introduced a new system for logging incoming calls.

### C. Education and Academic Training

* Graduated from the Oklahoma City College in 2009 with A levels in Physics, Math, and English
* Graduated from the Oklahoma South University in 2011 with a BA in Business Administration

### D. Job Related Skills

* The ability to organize and prioritize a very heavy workload
* Outstanding skills in managing and working with sick individuals
* An extensive knowledge of the medical terminology
* In possession of both the First Aid and Fire Safety Certifications
* I am in full awareness of the policies concerning infection control
* Very much aware of all the rules, regulations, and processes that apply in relation to the medical documentation

### E. General Skills

* I have a very professional demeanor, attitude, and appearance at all times
* A very good team player
* I possess a flexible approach when it comes to working hours
* Can work standing for a very long time
* Open to doing overtime if there is the need for it
* I have the outstanding ability to remain calm when under pressure or in stressful or emergency situations
* Do not have a judgmental attitude
* Can remain confidential when needed
* Open to signing a non-disclosure agreement
* Very good concentration skills
* Excellent office administration skills
* CRB cleared
* Literary skills
* Keyboard skills
* Outstanding time management abilities