

First Last

Medical Scheduler

WORK EXPERIENCE

Resume Worded, London, United Kingdom
Dialysis hospital with 50+ employees and 19,000 patients

Medical Scheduler

01/2022 – Present

- Scheduled appointments for 2K patients with broad medical concerns and specialty care needs in Q1 2022.
- Provided staff members access to 950 appointment schedules via Google calendar in the first week of joining the team.
- Created schedules that met the needs of 3.1K patients, enabling 130 physicians to maximize their daily routine.
- Managed medical appointments between 200 doctors and 173 patients utilizing phone calls, emails, and SMS messages.

Polyhine, London, United Kingdom
Primary care clinic providing critical laboratory investigations

Medical Receptionist

12/2019 – 12/2021

- Supervised sensitive records of 4.3K patients in a HIPAA-compliant electronic medical system (EMS).
- Created newsletters containing health tips, wellness articles, and promotions and sent them to 5.6K clients and patients.
- Provided support by creating 3K patient files, scheduled 1.2K appointments, and copied 800 documents.
- Received incoming calls and emails from 1K patients, 396 physicians, and 86 other medical staff.

Growthst, London, United Kingdom & Barcelona, Spain
Offers healthcare services within underserved communities

Medical Administrative Assistant

09/2018 – 11/2019

- Prepared outgoing mailings to include reminders for upcoming 540 appointments and 6K prescription refill requests.
- Maintained the charts, insurance information, medical history, medication lists, and contact information of 21K patients.
- Scheduled appointments for 1.5K patients with diabetes, hypertension, sickle cell Anemia, and 18 other health conditions.
- Provided support for 89 physicians by scheduling 140 appointments, scanning 2.1K documents, and filing 990 folders.

PREVIOUS EXPERIENCE

Call Center Representative, ABC Company, London, UK

11/2017 – 08/2018

Patient Coordinator, XYZ Company, New York, USA

06/2016 – 10/2017

Client Relations Specialist (Internship), ABC, New York, USA

07/2014 – 05/2015

CONTACT

- Kent, United Kingdom
- +44 123456789
- first.last@gmail.com

SKILLS

Hard Skills:

- Scheduling
- Medical Coding
- Google Analytics
- Appointment Scheduling
- Medical Scheduling
- Data Entry

Techniques:

- Customer Service
- Medicine Administration
- Electronic Medical Record (EMR)

Software:

- 10to8
- Segenda
- Schedule
- Epic System

Languages:

- English (Native)
- Romanian (Native)
- Spanish (Conversational)

EDUCATION

University of New York
Bachelor of Art
Cultural Studies
New York City, New York
10/2011 – 06/2014

OTHER

- Certified Medical Administrative Specialist (CMAS)
- Certified Administrative Professional (CAP)

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Jessica J Manson

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