

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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KJ Lindholm-Leary

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Broadcasting ,1982-10 *InfoWorld* ,1990 **Editor & Publisher** ,1984-04 *The fourth estate* **Professional Resumes for Executives, Managers, and Other Administrators David Franklin Noble,1998 Targets top management and offers practical application for using the resume as a key to success Contains more than 200 new resumes submitted by members of the Professional Association of Resume Writers **The New York Times Index** ,1992 *Macworld* ,1990 *Crank, Sibley Journal of Engineering* ,1895 *The Sibley Journal of Engineering* ,1895 *Strength Training for Football* Bruno Pauletto,1993 Now American football players can maintain peak performance year round with the easy to follow training programmes found in *Strength Training for Football* *Information Legislative Service* ,2002 California. Court of Appeal (2nd Appellate District). Records and Briefs California (State).. *Outlook* ,1930 **New Outlook** ,1930 **Broadcasting & Cable** ,2001-10 *The Amateur Athlete* ,1897 **Bulletin** Michigan High School Athletic Association,1938 **USA Today Index** ,1994 **Gallery of Best Resumes** David Franklin Noble,1994 Written by professional resume writers this book includes resumes for a variety of occupations grouped by category Sixteen of the resumes are printed on high quality paper stock and bound right into the book Contains over 200 resumes 25 cover letter samples 101 tips for effective resume writing and 30 tips for polishing cover letters Artist's Market ,1992 *MacUser* ,1990**

Whispering the Techniques of Language: An Mental Journey through **Resume Template Nfl Schedule Vs**

In a digitally-driven earth where displays reign great and quick interaction drowns out the subtleties of language, the profound strategies and mental subtleties concealed within words frequently move unheard. Yet, nestled within the pages of **Resume Template Nfl Schedule Vs** a interesting literary treasure pulsating with fresh thoughts, lies a fantastic quest waiting to be undertaken. Published by an experienced wordsmith, that marvelous opus invites visitors on an introspective journey, lightly unraveling the veiled truths and profound impact resonating within the fabric of every word. Within the mental depths with this emotional evaluation, we shall embark upon a heartfelt exploration of the book is core themes, dissect their fascinating publishing fashion, and succumb to the effective resonance it evokes strong within the recesses of readers hearts.

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