

# 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.

**Polyhire**, 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.

**Growthsi**, 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  
**Patient Coordinator**, XYZ Company, New York, USA  
**Client Relations Specialist (Internship)**, ABC, New York, USA

11/2017 – 08/2018  
06/2016 – 10/2017  
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
- Sagenda
- Setmore
- 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)

# Resume Template Nfl Schedule Guide

**Ying Liu**



## **Resume Template Nfl Schedule Guide:**

## Decoding **Resume Template Nfl Schedule Guide**: Revealing the Captivating Potential of Verbal Expression

In an era characterized by interconnectedness and an insatiable thirst for knowledge, the captivating potential of verbal expression has emerged as a formidable force. Its ability to evoke sentiments, stimulate introspection, and incite profound transformations is genuinely awe-inspiring. Within the pages of "**Resume Template Nfl Schedule Guide**," a mesmerizing literary creation penned by a celebrated wordsmith, readers set about an enlightening odyssey, unraveling the intricate significance of language and its enduring effect on our lives. In this appraisal, we shall explore the book's central themes, evaluate its distinctive writing style, and gauge its pervasive influence on the hearts and minds of its readership.

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