

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)

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SA Dillow



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