

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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JE Gale



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Table of Contents Resume Template Nfl Schedule Guide

1. Understanding the eBook Resume Template Nfl Schedule Guide
 - The Rise of Digital Reading Resume Template Nfl Schedule Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Resume Template Nfl Schedule Guide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Resume Template Nfl Schedule Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Resume Template Nfl Schedule Guide
 - Personalized Recommendations
 - Resume Template Nfl Schedule Guide User Reviews and Ratings
 - Resume Template Nfl Schedule Guide and Bestseller Lists
5. Accessing Resume Template Nfl Schedule Guide Free and Paid eBooks
 - Resume Template Nfl Schedule Guide Public Domain eBooks
 - Resume Template Nfl Schedule Guide eBook Subscription Services
 - Resume Template Nfl Schedule Guide Budget-Friendly Options
6. Navigating Resume Template Nfl Schedule Guide eBook Formats

- ePub, PDF, MOBI, and More
- Resume Template Nfl Schedule Guide Compatibility with Devices
- Resume Template Nfl Schedule Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Resume Template Nfl Schedule Guide
 - Highlighting and Note-Taking Resume Template Nfl Schedule Guide
 - Interactive Elements Resume Template Nfl Schedule Guide
- 8. Staying Engaged with Resume Template Nfl Schedule Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Resume Template Nfl Schedule Guide
- 9. Balancing eBooks and Physical Books Resume Template Nfl Schedule Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Resume Template Nfl Schedule Guide
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Resume Template Nfl Schedule Guide
 - Setting Reading Goals Resume Template Nfl Schedule Guide
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Resume Template Nfl Schedule Guide
 - Fact-Checking eBook Content of Resume Template Nfl Schedule Guide
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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