

# 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 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
- 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

**SJ Ball**



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

## **Resume Template Nfl Schedule Guide** Book Review: Unveiling the Power of Words

In a global driven by information and connectivity, the ability of words has be more evident than ever. They have the capability to inspire, provoke, and ignite change. Such may be the essence of the book **Resume Template Nfl Schedule Guide**, a literary masterpiece that delves deep in to the significance of words and their impact on our lives. Written by a renowned author, this captivating work takes readers on a transformative journey, unraveling the secrets and potential behind every word. In this review, we will explore the book is key themes, examine its writing style, and analyze its overall impact on readers.

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web tell the students why it has special significance for you note this works better if there is an anecdote or story attached to your object now put the students into groups in breakout rooms and ask them to show and talk about their objects when they have finished you can ask students which was the most interesting object they saw show

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