

SARAH TURNER

Medical Receptionist

(212) 555-1234

sarah.turner@gmail.com

United States, New York, NY

PROFESSIONAL SUMMARY

Motivated and detail-oriented Medical Receptionist with a passion for providing excellent customer service and administrative support. Seeking an entry-level position to leverage organizational, communication, and multitasking skills to enhance the efficiency of a healthcare facility.

EDUCATION

Certificate in Medical Office Administration

New York Health Institute / Graduated: May 2025

Associate Degree in Business Administration

Brooklyn Community College / Graduated: May 2022

Certifications

- **Certified Medical Office Assistant**, August 2024
- **CPR and First Aid Certified**, July 2024

SKILLS

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|--|--------|
| • Proficient in Electronic Health Records (EHR) software | Expert |
| • Strong organizational and multitasking abilities | Expert |
| • Excellent verbal and written communication | Expert |
| • Knowledge of medical terminology and healthcare office practices | Expert |
| • Skilled in scheduling, billing, and insurance verification | Expert |
| • Friendly and professional customer service skills | Expert |

EXPERIENCE



2025 - Now

Medical Receptionist

St. John's Medical Center / New York, NY

- Greet patients and visitors, answering inquiries about services, directions, and office policies.
- Schedule appointments, confirm visits, and manage patient records using Electronic Health Records (EHR) software.
- Handle patient intake forms and ensure all necessary documents are completed.
- Answer phone calls and route messages to appropriate departments or staff members.
- Collect patient co-pays and process billing inquiries.
- Ensure office supplies and inventory are stocked, maintaining an organized work area.



2024 - 2025

Administrative Assistant (Intern)

Greenwood Family Clinic / Brooklyn, NY

- Assisted the medical team with clerical tasks such as filing, photocopying, and scanning documents.
- Verified patient insurance information and updated records in the clinic's database.
- Coordinated scheduling of follow-up appointments and reminders for patients.
- Maintained confidentiality of patient records in compliance with HIPAA regulations.