

Resume

Clerk0013
2100 South State Street
Ukiah, CA 95482
(707) 463-0013 (message)

Proven sensitivity and responsiveness to the needs of clients. Ability to prioritize workload and meet deadlines. Dependable, punctual and efficient. Ambitious, quick learner.

Mendocino County ROP Adult Learning Center
Certificates in
Medical Records Aide

Completed Courses:
Typing I, II, and III
WordPerfect I and II
Office Procedures
Introduction to Micro Computers
Microsoft Word
Business Calculators

Previous Job Duties Have Included:

Receptionist	Appointment Scheduling
Medical Records	Insurance Billing
Medi-Cal	Medi-Care
Disbursement	Journals
Banking	Telephone Techniques
Windows Computers	MacIntosh Computers

Special Training for Medical Records Handling

Ethics (Malpractice and Negligence)	Interpersonal Communications
Interpersonal Relationships	Observations
Medical Technology	CPR and First Aid
Coding / Abstracts	Preparation of Certificates
Transcription	Records Maintenance
Filing	Data Retrieval

References available upon request