

Farris Freestone

Clinic Receptionist

Profile

Details

farris.freestone@gmail.com

(274) 051-6425

230 Woodstock Ave, Rutland, VT 05701

I am a Clinic Receptionist with over 1 year of experience. I have gained valuable experience in customer service and dealing with the public. I am excellent at multitasking and thrive in fast-paced environments. I possess strong communication skills and have a friendly, personable demeanor. My goal is to provide patients with exceptional care and to ensure that they have a positive experience at our clinic.

Employment History

Clinic Receptionist at Vermont Family Health, VT

May 2022 - Present

- Answered an average of 50 calls per day, ensuring that each caller received the help they needed.
- Greeted and checked in patients as they arrived for their appointments.
- Scheduled appointments for new and existing patients.
- Entered patient information into the clinic's electronic medical record system.
- Verified insurance coverage for new patients.
- Collected co-pays and other payments from patients.

Clinic Receptionist I at Vermont Neurology, VT

Jul 2021 - Apr 2022

- Answered an average of 120 phone calls per day.
 - Greeted an average of 30 patients per day.
 - Scheduled appointments for new and existing patients.
 - Verified patient insurance coverage.
 - Collected co-payments and other payments from patients.
 - Entered data into electronic medical records system.
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Education

High School Diploma at Champlain Valley Union High School, Hinesburg, VT

Sep 2017 - May 2021

I have learned communication, organization, and time management skills while studying for my High School Diploma.

Links

[linkedin.com/in/farrisfreestone](https://www.linkedin.com/in/farrisfreestone)