

Teodora Demirovic

Medical Receptionist

✉ teodora.demirovic@gmail.com

☎ (391) 216-3671

📍 482 W Virginia Ave, Glenville,
WV 26351

Education

**High School Diploma at
Parkersburg High School,
Parkersburg, WV**

Aug 2017 - May 2021

Some skills I've learned are time management, organization, and how to study effectively.

Links

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

Skills

Medical Terminology

Insurance Verification

Patient Scheduling

Medical Billing and Coding

Electronic Health Records (EHR)
Management

Customer Service

Languages

English

French

Hobbies

Organizing

Crafting

Reading

Profile

I have over 1 year of experience as a medical receptionist. I am an expert at managing patient records, scheduling appointments, and handling customer inquiries. I have a proven track record of providing excellent customer service and ensuring that all patients are satisfied with their visit to the clinic. I am also proficient in using electronic medical records systems and have a keen eye for detail.

Employment History

Medical Receptionist at St. Mary's Medical Center, WV

Apr 2022 - Present

- Answered an average of 50 phone calls per day.
- Greeted and scheduled appointments for 30 patients per day.
- Completed daily tasks such as data entry, filing, and faxing within 2 hours each day.
- Maintained a clean and organized work area at all times.
- Consistently provided excellent customer service to patients.

Medical Receptionist II at Charleston Area Medical Center, WV

Sep 2021 - Mar 2022

- Answered an average of 60 phone calls per day.
- Greeted and scheduled appointments for up to 30 patients per day.
- Verified patient insurance coverage.
- Entered patient medical information into Electronic Health Record (EHR) system.
- Collected co-pays and payments for services.

Certificates

Certified Medical Receptionist (CMR)

Jan 2021

Registered Medical Receptionist (RMR)

Apr 2019

Memberships

American Academy of Family Physicians

American Medical Association