

# Lesli Sadick

Medical Receptionist

✉ [lesli.sadick@gmail.com](mailto:lesli.sadick@gmail.com)

☎ (172) 310-6720

📍 Elm Street, New Hampshire,  
NH 10001

## Education

### High School Diploma at Dover High School, Dover, NH

Sep 2017 - May 2021

I have learned to be organized,  
to manage my time, to be patient  
and to work hard.

## Links

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

## Skills

Medical Terminology

Insurance Verification

Patient Scheduling

Medical Billing and Coding

Electronic Health Records (EHR)  
Management

Customer Service

## Languages

English

Portuguese

## Hobbies

Organizing

Crafting

Reading

## Profile

I have over 1 year of experience as a medical receptionist. I am extremely organized and efficient, and I have a deep knowledge of the inner workings of a doctor's office. I am able to handle any situation that arises in an calm and professional manner. My clients always rave about my friendly demeanor and my ability to make them feel comfortable during their visit.

## Employment History

### Medical Receptionist at Concord Hospital, NH

Jun 2022 - Present

- Answered an average of 60 phone calls per day.
- Greeted and checked in an average of 30 patients per day.
- Scheduled an average of 15 appointments per day.
- Filed and maintained patient medical records.
- Processed insurance claims.

### Medical Receptionist II at Dartmouth-Hitchcock, NH

Aug 2021 - Apr 2022

- Answered an average of 120 calls per day.
- Scheduled an average of 30 appointments per day.
- Checked in an average of 25 patients per day.
- Collected co-pays and payments for services rendered.
- Verified patient insurance coverage.

## Certificates

### Certified Medical Receptionist (CMR)

Aug 2020

### Registered Medical Receptionist (RMR)

Apr 2019

## Memberships

American Academy of Family Physicians

American Medical Association