

MECHELE CORPUS

Medical Secretary

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(857) 622-7910

4947 Cortney Street, Bremerton, WA
98310



PROFILE

I am a Medical Secretary with over 5 years of experience. I have worked in various medical settings, including hospitals, clinics, and private practices. I have a strong knowledge of medical terminology and office procedures. I am proficient in scheduling appointments, handling patient inquiries, and managing medical records. In addition to my secretarial duties, I also provide administrative support to the physicians and nurses on staff.

LINKS

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

SKILLS

Medical Terminology

Medical Billing and Coding

Electronic Health Records (EHRs)

Scheduling Appointments

Insurance Verification

Answering Patient Calls

LANGUAGES

English

Italian

HOBBIES

Organizing

Crafting

Reading

EMPLOYMENT HISTORY

● Medical Secretary at HealthPartners, WA

Jun 2022 - Present

- Answered and directed an average of 100 calls per day.
- Completed medical transcription for doctors with 98% accuracy.
- Scheduled patient appointments within 24 hours, as requested.
- Maintained organized and up-to-date filing system for all patient records.
- Entered new patient information into database with 100% accuracy.
- Processed insurance forms and claims quickly and accurately.

● Medical Secretary II at QHC Inc., WA

Sep 2017 - May 2022

- Answered an average of 80 calls per day.
- Scheduled appointments for 15 patients per day.
- Maintained medical records for 50 patients.
- Entered patient data into the electronic health record system 100 times per week.
- Filed insurance claims daily.
- Transcribed 30 doctor's orders every shift.

EDUCATION

Medical Secretary Diploma at Bellevue College, WA

Sep 2012 - May 2017

Some skills I've learned are medical terminology, transcription, scheduling, and insurance billing.

CERTIFICATES

Certified Medical Administrative Assistant (CMAA)

Jan 2021

Certified Clinical Medical Assistant (CCMA)

Oct 2019

MEMBERSHIPS

American Association of Medical Assistants

National Healthcare Association