
PATIENT SERVICES ASSISTANT RESUME

Objective:

Seeking the position of Patient Services Assistant.

Summary of Skills:

- Profound experience to supervise, receives and screen visitors and callers
 - Remarkable knowledge in scheduling patient appointments
 - Sound written and oral communication skills
 - Sound ability to perform non-complex arithmetic calculations
 - Proven ability to organize and maintain files and records
 - Exceptional ability to manage multiple tasks and deadlines
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Work Experience:

Patient Services Assistant
Leukemia and Lymphoma Society, Louisville, KY
August 2005 to till date

- Assisted with patient examinations and therapeutic procedures.
- Collaborated with personnel in nursing and supportive services and with members of the health care team to promote delivery of patient care.
- Maintained cleanliness and safety of a variety of equipment.
- Maintained confidentiality with regard to patient care information and chart contents.
- Performed administrative duties like ordering supplies and equipment, answering and routing phones calls, managing mails etc.
- Ensured to follow doctors orders by transcribing medications on medication sheet.

Patient Services Assistant
Greater Baltimore Medical Center, Louisville, KY
May 2000 to July 2005

- Provided basic patient care and application of safety measures to all patients.
 - Collected preparing and transporting specimens to the laboratory.
 - Ensured that the equipment used in the area is clean and in good working condition.
 - Recorded vital signs and documented findings on appropriate flow sheet
 - Performed tests blood sugar levels; and documented records.
 - Reported all findings to the registered nurse.
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Education:

Associate degrees in Health Unit Coordinator
University of Florida, Gainesville, FL

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