Candidate #H-1723

Medical Receptionist & Healthcare Admin · 4 years experience

Candidate ID: H-1723

Category: Healthcare **Experience:** 4 yrs **Location:** Manila, Philippines **English:** C1 **Fee:** A$1,100/mo

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Employer names, personal contact details, and identifying information have been removed.
To arrange a screening call, contact us at adeptstaffing.com.au.

PROFESSIONAL SUMMARY

I'm a healthcare admin professional with four years supporting Australian medical practices and allied health clinics. I manage appointment scheduling, patient record management, Medicare and private health billing, and referral coordination in Best Practice, MedicalDirector, and Cliniko. I understand the sensitivity required with patient information and I comply strictly with Australian Privacy Act requirements. I'm calm under pressure, empathetic with patients, and I help practices run on time.

SKILLS

Best Practice / MedicalDirector | Appointment scheduling | Medicare & private health billing | Patient record management | Cliniko

WORK EXPERIENCE

Medical Receptionist

AU multi-location medical practice · 2021-06 – Present

Front desk and remote admin for a 6-GP practice. Processed 200+ appointment bookings weekly.

Healthcare Admin

PH healthcare BPO · 2020-01 – 2021-05

Processed US and AU medical billing, insurance claims, and patient data entry.

CERTIFICATIONS

* **Medical Terminology Certificate**
  AHPRA Education Provider · 2022-01 · Verified by Adept