

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

This CV has been anonymised by Adept Staffing Solutions to protect candidate privacy.
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