

Debra Childs

Chester, PA 19013

debbie.stanleychilds@gmail.com

+16105513806

Work Experience

Medical Receptionist

Delaware Valley Dermatology Group, LLC-Wilmington, DE

November 2004 to December 2023

Check patients in and out of the office, answer telephones on a multi-lined system, triage calls, schedule follow up/surgical appointments.

Medical Receptionist/Administrative Assistant

Delaware Valley Pain and Spine Insitute-Chester, PA

November 1999 to August 2004

Handle phone inquires from patients for 3 physicians

Schedule appointments

Prepare charts for new patients

Work with patient data base to upgrade files

Assist with therapy when needed

Meditate between physicians and attorneys

Customer Service Director

Call Technology Corporation-Lester, PA

December 1987 to September 1997

Processed inbound calls from a computerized system, provided customer service to the public and vendors, data entry with customer and statistical information.

Education

High school diploma

Chester High School - Chester, PA

Skills

- Medical Receptionist
- Medical Records
- Medical Scheduling
- Triage
- HIPAA
- Phone Etiquette

- Medical Office Experience
- Computer Skills
- Office Administration
- Multi-line Phone Systems
- Patient Care
- Customer service
- EMR Systems
- Insurance Verification