

Erin Teaters

Medical Receptionist/Scheduler and Customer Service Associate

North Myrtle Beach, SC 29582

eteaters@gmail.com

7065727453

Authorized to work in the US for any employer

Work Experience

Medical Receptionist/Scheduler / Allergy Tech

Pediatric Endocrine Specialists of Georgia / Allergy and Asthma Institute - Duluth, GA

March 2017 to August 2020

- Greeted patients and checked them in upon arrival and checked them out when visit was complete.
- Scheduled all follow ups, injections or specialty testing
- Triageed and roomed patients, entering information into EMR
- Process medication and special testing authorizations.
- Administered allergy shot injections and monitored patients during 30 minute wait time.
- Verified insurance and processed referrals for office visits and special procedures.
- Collected co-payments and back balances upon arrival.
- Answered multiple phone lines to schedule/direct the calls and messages to the proper physician or department.
- Distributed mail/faxes.

Medical Receptionist/Scheduler

Eye Care of Delaware

2013 to 2016

- Verified insurance and processed referrals for office visits and special procedures.
- Collected co-payments and back balances upon arrival.
- Scheduled follow up appointments upon check out.
- Answered multiple phone lines to schedule/direct the calls and messages to the proper physician or department.
- Distributed mail/faxes.
- Ordered all office supplies.

Medical Receptionist/Phone HUB Scheduler/Test Scheduler

Allergy Tech

2010 to 2013

- Verified insurance, processed referrals, pre-certifications and prior authorizations for office visits, special procedures, special testing and medications.
- Collected co-payments and back balances upon arrival.
- Scheduled follow up appointments, special testing and special procedures upon check out.
- Answered multiple phone lines to schedule/direct the calls and messages to the proper physician.
- Phoned in prescriptions, distributed mail/faxes, scanning/maintaining EMR.

- Performed allergy prick tests, intradermal vial tests, allergy injections and mixed individual patient allergy serums.

Surplus Lines Coordinator

Rockwood Programs, Inc
2008 to 2010

- Coordinate surplus lines tax filings for a large MGA handling business in all 50 states.
- Responsible for maintaining accurate licensee tax filing information.

Receptionist

Rockwood Programs, Inc
2007 to 2008

- Answered phones and distributed messages.
- Assisted all departments as needed with filing, policy assembly, and application processing.

Medical Receptionist/Assistant

Dr. Manouchehr Amini
2004 to 2007

- Processed all referrals, pre-certifications, and prior authorizations for specialists, procedures and medications.
- Collected patient co-payments at check out.
- Answered multiple phone lines and handled patient scheduling.
- Phoned in prescriptions, distributed mail, general filing, maintained patient records.
- Assisted with pap smears, performed blood glucose tests and stocked exam rooms.

Server/Hostess/Trainer/Bartender

Chili's Bar & Grill
1997 to 2005

- Delivered drinks and food to customers in a timely manner.
- Trained new serving staff and hostesses.

Education

Some college

Skills

- Medical Receptionist
- Medical Scheduling
- Medical Records
- Medical Office Experience
- Multi-line Phone Systems
- Insurance Verification
- Experience Administering Injections
- Host/Hostess

- Triage
- EMR Systems

Additional Information

Very organized, thrive in a fast paced environment, quick learner, self motivated, always a team player.