

Ashley Hamilton

Southeast Hospital Unit Secretary

US

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To further my career in the medical field. My office procedures, human relation skills, as well as my organization, patience, self- motivation, dependability, ambitiousness, will benefit your company

Work Experience

Unit Secretary

Southeast Hospital

June 2019 to Present

Check patients into hospital. Make calls for Doctors and Nurse Practitioners. Admit patients to the hospital or discharge patients. Fax papers, scan papers, copy papers. Get necessary information from incoming ambulances. Announce arrivals overhead and refill supplies and clean break room.

CNA

Visiting Angels

February 2017 to June 2019

Travel to clients home taking care of their daily activity needs. Provide companionship, run errands, clean house, and cook, and checking vitals.

CNA - Certified Nursing Assistant

Cooperative Home Care

June 2016 to February 2018

Travel to different clients home helping them with their ADL's. Providing some hospice care and running errands.

CNA

BAYADA Home Health Care

October 2013 to February 2016

Travel to clients home perform hospice care. Take care of their daily needs. Pass meds, check vitals, provide companionship.

Scheduler

Dr. Wit A. Jamry

June 2012 to September 2013

Map out plans for the Doctor and Nurse Practitioner for their home visits. Confirm the home visits and sometimes ride along with Doctor during visits. File charts where he visited and map out itinerary for next day.

Security Secretary / Security Officer

Andy Frain Services

June 2010 to January 2012

Document all new hires information into the computer. Train new hires of their position and provide safety and security of the building.

Education

Medical Office Administration

St. Louis College of Health Careers

Administrative Assistant

Hickey College

South County Technical High School

Skills

- Adding machine
- Copying
- Faxing
- Customer service
- Multi-phone
- Filing
- Billing
- Coding
- Cpr
- Cpr certified
- Medical terminology
- Hospice Care
- Hospital Experience
- Medical Office Experience
- Medical Receptionist
- Medical Coding

Certifications and Licenses

Security Guard

CNA

CPR Certification

Assessments

Verbal Communication — Proficient

September 2020

Speaking clearly, correctly, and concisely

Full results: [Proficient](#)

Customer Service — Proficient

August 2020

Identifying and resolving common customer issues

Full results: [Proficient](#)

Scheduling — Expert

October 2020

Cross-referencing agendas and itineraries to avoid scheduling conflicts

Full results: [Expert](#)

Medical Receptionist Skills — Expert

August 2020

Managing physician schedules and maintaining accurate patient records

Full results: [Expert](#)

Work Motivation — Completed

September 2020

Level of motivation and discipline applied toward work

Full results: [Completed](#)

Administrative Assistant/Receptionist — Highly Proficient

August 2020

Using basic scheduling and organizational skills in an office setting.

Full results: [Highly Proficient](#)

Electronic Health Records: Best Practices — Completed

August 2020

Knowledge of EHR data, associated privacy regulations, and best practices for EHR use

Full results: [Completed](#)

Veterinary Receptionist Skills — Highly Proficient

August 2020

Managing practitioner schedules and maintaining accurate patient records

Full results: [Highly Proficient](#)

Receptionist — Highly Proficient

August 2020

Using basic scheduling, attention to detail, and organizational skills in an office setting.

Full results: [Highly Proficient](#)

Data Entry: Attention to Detail — Expert

August 2020

Maintaining data integrity by detecting errors

Full results: [Expert](#)

Customer Focus & Orientation — Proficient

September 2020

Responding to customer situations with sensitivity

Full results: [Proficient](#)

Medical Billing — Familiar

October 2020

Understanding the procedures and forms used for medical billing.

Full results: [Familiar](#)

Administrative Assistant/Receptionist — Highly Proficient

October 2020

Using basic scheduling and organizational skills in an office setting

Full results: [Highly Proficient](#)

Receptionist — Expert

November 2020

Using basic scheduling, attention to detail, and organizational skills in an office setting.

Full results: [Expert](#)

Scheduling — Expert

October 2020

Cross-referencing agendas and itineraries to avoid scheduling conflicts

Full results: [Expert](#)

Administrative Assistant/Receptionist — Highly Proficient

October 2020

Using basic scheduling and organizational skills in an office setting

Full results: [Highly Proficient](#)

Customer Focus & Orientation — Proficient

September 2020

Responding to customer situations with sensitivity

Full results: [Proficient](#)

Data Entry: Accuracy — Highly Proficient

August 2020

Entering data quickly and accurately

Full results: [Highly Proficient](#)

Attention to Detail — Highly Proficient

November 2020

Identifying differences in materials, following instructions, and detecting details among distracting information.

Full results: [Highly Proficient](#)

Administrative assistant/receptionist — Highly Proficient

October 2020

Using basic scheduling and organizational skills in an office setting

Full results: [Highly Proficient](#)

Customer focus & orientation — Proficient

September 2020

Responding to customer situations with sensitivity

Full results: [Proficient](#)

Attention to detail — Highly Proficient

December 2020

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Highly Proficient](#)

Work style: Reliability — Highly Proficient

April 2021

Tendency to be reliable, dependable, and act with integrity at work

Full results: [Highly Proficient](#)

Customer service — Highly Proficient

April 2021

Identifying and resolving common customer issues

Full results: [Highly Proficient](#)

Attention to detail — Highly Proficient

December 2020

Identifying differences in materials, following instructions, and detecting details among distracting information

Full results: [Highly Proficient](#)

Home health aide skills — Highly Proficient

April 2021

Providing care to patients in a home setting

Full results: [Highly Proficient](#)

Caregiver fit — Highly Proficient

April 2021

Measures the traits that are important for successful caregivers

Full results: [Highly Proficient](#)

Administrative assistant/receptionist — Highly Proficient

October 2020

Using basic scheduling and organizational skills in an office setting

Full results: [Highly Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Additional Information

Skills CPR certified

Health Insurance Claim Forms

Multi-Phone Line

Medical Terminology

Billing & Coding

Customer Service

Copying

Faxing

Filing

10- key adding machine