

AJ

Alex Johnson

I am a personable medical receptionist with over two years of experience supporting clinical operations. I excel at managing patient intake, scheduling appointments, and processing billing while ensuring strict HIPAA compliance.

PROFESSIONAL EXPERIENCE

MEDICAL OFFICE RECEPTIONIST | LIFELINE HEALTH, FARGO, ND
OCTOBER 2023 – PRESENT

- Supported a team of 20 clinicians by managing patient check-ins and intake procedures.
- Processed over \$10,000 in monthly copayments and maintained HIPAA-compliant records.

CUSTOMER SERVICE ASSOCIATE | WALGREENS, FARGO, ND
APRIL 2021 – AUGUST 2023

- Handled an average of 200 transactions per day and enrolled nearly 500 customers in the loyalty program.

EDUCATION

Associate of Applied Science in Administrative Assistance | Bismarck State College
Bismarck, ND | June 2022

CONTACT

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KEY SKILLS

- Appointment scheduling
- HIPAA compliance
- Transaction processing
- Time management