

Chelsie Ashbrook

Trained new employees on data entry software

Loveland, CO 80537

ashbrookchelsie@gmail.com

(970) 415-2420

Quality-focused Receptionist committed to approaching administrative tasks with tenacity and attention to detail.

CHELSIE ASHBROOK

3890 Leopard st, Loveland, Co 80620 | (H) (970) 415-2420 | (C) (970) 415-2420 |

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skills

- Types around 68+ WPM
- Attention to detail
- Physician billing
- Filing and data archiving
- HIPAA compliance
- Patient scheduling
- Professional phone etiquette
- Excellent communication skills
- Articulate and well-spoken
- Customer service-oriented
- Flexible
- Accurate and detailed
- Works well under pressure
- Social media knowledge
- Appointment setting
- Social media knowledge
- Pleasant demeanor
- Appointment setting
- Accounting familiarity
- Multi-line phone proficiency
- Critical thinker
- Filing and data archiving
- Epic
- Eaglesoft

Work Experience

Personal Assistant/Receptionist

David McCullough - Loveland, CO

July 2018 to June 2020

I have a variety of tasks in the real estate business. Marketing, Data entry, client needs vary.

Trained new employees on data entry software

UCHealth - Loveland, CO
January 2018 to June 2018

Loveland, CO
January 2018 to June 2018

- Oversaw daily office operations for staff of 14 employees.
- Medical records.
- Scanning and faxing.
- Trained new employees on data entry software.
- Reduced overhead by taking on more responsibility with creative and administrative projects.
- Answered and quickly redirected several calls at a time.
- Directed guests and routed deliveries and courier services.
- Answered and managed incoming and outgoing calls while recording accurate messages.
- Opened and properly distributed incoming mail.
- Greeted numerous visitors, including VIPs, vendors and interview candidates.
- Helped distribute employee notices and mail around the office.
- Maintained a clean reception area, including lounge and associated areas.
- Scheduled appointments and checked patients in and out.
- Collected co pay and payments.
- Answered and quickly redirected multiple calls at a time.
- Checked patients in and out.
- Epic software experience.
- Managed cash drawer.

Receptionist

BMA America Inc - Greeley, CO
October 2017 to January 2018

- Directed guests and routed deliveries and courier services.
- Opened and properly distributed incoming mail.
- Compiled company information and related material and distributed it to candidates.
- Answered and managed incoming and outgoing calls while recording accurate messages.
- Helped distribute employee notices and mail around the office.
- Maintained a clean reception area, including lounge and associated areas.
- Obtained signatures for financial documents and internal and external invoices.
- Answered and quickly redirected up to 100+ calls per week.
- Created detailed expense reports and requests for capital expenditures.
- Greeted numerous visitors, including VIPs, vendors and interview candidates.
- Screened all visitors and directed them to the correct employee or office.
- Processed client rebate reconciliation, reporting and check requests.
- Assessed urgency and priorities before accepting or declining appointments and meetings with the CEO.

Medical Record Technician

CIOX Health Information - Aurora, CO
November 2016 to August 2017

Released Medical records from EPIC. Legal insurance, answering phone, employee scheduling, faxing, scanning.

Receptionist

Western Colorado Pediatrics Association - Grand Junction, CO
January 2005 to January 2007

- Oversaw daily office operations for staff of 16 employees.
- Scheduled surgeries for multiple surgeons and booked operating rooms.
- Kept organized documentation of prescription refill information for office of 16 physicians.
- Trained new employees on data entry software.
- Reduced overhead by taking on more responsibility with creative and administrative projects.
- Located, checked in and pulled medical records for appointments and incomplete patient charts.
- Answered and quickly redirected several calls at a time. Directed guests and routed deliveries and courier services.
- Answered and managed incoming and outgoing calls while recording accurate messages.
- Opened and properly distributed incoming mail. Greeted numerous visitors, including VIPs, vendors and interview candidates.
- Helped distribute employee notices and mail around the office.
- Maintained a clean reception area, including lounge and associated areas.
- Scheduled appointments and checked patients in and out. Collected copay's.
- Located, checked in and pulled medical records for appointments and incomplete patient charts.
- Created children's area in waiting room to make practice more family-friendly.
- Answered and quickly redirected multiple calls at a time.
- Collected co-pays from patients.
- Checked patients in and out.

Receptionist

Colorado West Women Care - Grand Junction, CO
January 2004 to January 2005

- Oversaw daily office operations for staff of [Number] employees.
- Scheduled surgeries for multiple surgeons and booked operating rooms.
- Kept organized documentation of prescription refill information for office of 5 physicians.
- Trained new employees on multiple medical billing programs and data entry software.
- Reduced overhead by taking on more responsibility with creative and administrative projects.
- Located, checked in and pulled medical records for appointments and incomplete patient charts.
- Answered and quickly redirected several calls at a time.
- Directed guests and routed deliveries and courier services.
- Answered and managed incoming and outgoing calls while recording accurate messages.
- Opened and properly distributed incoming mail.
- Greeted numerous visitors, including VIPs, vendors and interview candidates.

Helped distribute employee notices and mail around the office.

Maintained a clean reception area, including lounge and associated areas.

Scheduled appointments and checked patients in and out.

Collected copies.

2003 Rangely, CO

Education

High School Diploma

Rangely High School

Skills

- Data-Entry
- Typing
- Excel
- Data Entry Operator
- Caregiving
- Eaglesoft
- Medical Scheduling
- Personal Assistant Experience
- HIPAA
- Dental Assisting
- Epic
- Medical Records
- Medical Billing

Certifications and Licenses

Driver's License

CPR Certification

Colorado Dental Assistant Certificate

August 2006 to Present