SATHISH ALLAM
LIG 42
KPHB, Phase5, Greater Community
Phone #9876879533
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| **CHIROPRACTIC HEALTH ASSISTANT / RECEPTIONIST** |
| Friendly outgoing individual with experience in variety of positions such as chiropractic heath assistant, reception, and office / secretarial work. Superior communication and computer proficiencies. Positive attitude and adaptability to change. |
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| *Highlights of Qualifications* |
| * Managed busy Chiropractic Office interacting with more than 300 patients weekly.
* Superior knowledge of medical office procedures, transcription and terminology.
* Expertise within MS Office Suite, E-Mail and Internet, with keyboarding at 50wpm.
* Proven reliability and a commitment to continuous learning.
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| *Member of Ontario Medical Secretaries Association* |
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| **PROFESSIONAL EXPERIENCE** |
| *Reception / Medical Administrative Skills* |
| * Recorded doctor’s initial and comparative examinations on cerpics cards.
* Typed and processed doctor’s report.
* Utilized A & L OHIP Medical Billing to process OHIP on weekly and monthly schedules.
* Prepped patients for x-rays (measured and recorded FSAP, and lumbar lateral measurements), processed x-rays and prepared envelopes.
* Communicated with insurance health adjudicators and other professionals.
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| *Organizational Skills* |
| * Maintained flow of patients within the waiting room, and examination rooms.
* Regulated doctor’s appointments through system based on time management.
* Implemented dot system for patient cerpic cards allowing for more efficient method of recording.
* Organized recording keeping of monthly invoices, statement, and OHIP billing.
* Trained and supervised team of four chiropractic assistants during a period of one year.
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| *Interpersonal Communication* |
| * Provided receptionist duties using a needs-based process involving assessing client needs, offering alternatives and deciding on the best solution.
* Participated effectively as member of small medical group.
* Utilized respect and confidentiality when dealing with staff and clients.
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| **PROFESSIONAL PLACEMENT HISTORY** |
| **Chiropractic Assistant***West Wonderton Chiropractic Clinic, ON* | 2004 |
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| **Chiropractic Assistant***Belton Chiropractic Clinic, Belton, ON* | 2003 |
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| **Chiropractic Assistant / Receptionist***Varry Chiropractic Clinic, Collingswood, ON* | 2002 |
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| **Assistant to School Nurse***Hubbard Avenue School, Oromocto, NB* | 2001-2002 |
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| **EDUCATION AND PROFESSIONAL DEVELOPMENT** |
| **Diploma in Office Administration – Medical***Gracian College, Barton, ON* | 2004 |
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| **Level four – Secretarial Education***Memorial University, Newfoundland* | 2001 |
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| **COMMUNITY INVOLVEMENT** |
| * Committee Vice-Chairperson participated in decision-making, planning, and children’s education for Elizabeth Park Church.
* Collaborated with parent volunteers to plan and organize fundraising activities for the Early Learning Center.
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