SATHISH ALLAM  
LIG 42  
KPHB, Phase5, Greater Community  
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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. | |
| *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. | |
| *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. | |
| *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. | |
| **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. | |