

ADMINISTRATIVE SKILLS

PLEASE CHECK ALL THAT APPLY TO YOU

MED ASST/RECEPTIONIST PHYSICIANS SECRETARY MEDICAL BILLER

- Co-Pays
- Insurance
- Patient Check In/Out
- Phone
- Scheduling
- Superbills

- Hospital Scheduling
- Patient Triage
- Pharmacy Contact
- Pre-certifications
- Transcription

- Medical Records

- CPT
- Charge Entry
- Collections
- ICD-9
- Insurance

- EKG
- Phlebotomy
- Urinalysis

YEARS OF EXPERIENCE

- 0-1 years
- 2-3 years
- 4-5 years
- 6+ years

SPECIALITIES

- Cardiology
- Chiropractic
- Dermatology
- Dental
- Family Medicine
- Gastroenterology
- General Surgery
- Internal Medicine
- Neurology
- OB/GYN

SPECIALITIES/CERTS

- Oncology
- Orthopedics
- Pediatrics
- Podiatry
- Urology
- Other

- Certified Prof Coder
- Med Asst - Certified
- Med Asst - Diploma

ADMIN ASST

- General
- Medical
- Legal
- Marketing
- Manufacturing
- Financial

OFFICE

- Customer Service
- Telemarketing - In
- Telemarketing - Out
- Filing
- Mail Room

RECEPTIONIST

- # In Lines
- # In Ext.
- Switchboard
- Headphone

EQUIPMENT

- Typewriter
- Copier
- Fax
- Postage Meter
- Calculator
- Projector
- Computer
- Email
- Internet
- Scanner
- PDA

BOOKKEEPING

- Full Charge Assistant
- Accts Payable
- Accts Receivable
- Collections
- Reconciliation
- Payroll
- Tax Preparation
- Software
- Manual
- Budget Analysis
- Auditing
- Invoicing

- High School Diploma
- Associates Degree
- Bachelors Degree
- Masters Degree

- Real Estate License
- Appraisal License

SKILLS CONTINUED

- Scheduling
- Teller
- Title Clearing
- Title Tracking

- Accounting
- Bank Lending
- General Banking
- Paralegal
- Mortgage Lending
- Mortgage Processing
- Real Estate

- 1-3 years
- 4+ years

TYPES OF LOANS

- A Loan
- B & C Loan
- D Loan
- Fannie Mae
- Freddie Mac
- HUD
- VHDA

- Appraisal Tracking
- Closing
- Credit Analysis
- Customer Service
- Doc Prep
- Encoder
- First Mortgage
- Post Closing
- Processing
- Sales

EQUIPMENT

- Copier
- Fax
- Internet
- Phone
- Scanner

INDUSTRIAL SKILLS

PLEASE CHECK ALL THAT APPLY

TITLES

- Powder Blender
- Press Operator
- Setup
- Utility

MACHINES

- Bench
- CNC
- Deburrer
- Grinder
- Lathe
- Millwright
- Press
- Screw

TOOLS

- Calipers
- Micrometers
- Verniers

SKILLED

- Carpenter
 - Electrician
 - Plumber
 - HVAC
 - Welder
 - Machinist
 - Demolition
 - Supervisor
 - Mechanic
- Construction
 - Painter
 - Flagger
 - Mover
 - Laundry
 - Road Crew
 - Digger/Raker
 - General Labor
 - Millwright
 - Concrete

FACTORY

- Mech. Assembler
- Elec. Assembler
- PC Board Assembler
- Solderer
- Inspector
- Picker/Packer
- Quality Control
- Machine Operator
- Production Line
- Production Cell

MAINTENANCE

- Building Repair
- Machinery Repair
- Floor Care
- Landscape
- Lawn care
- Hotel Cleaning
- Janitorial

WAREHOUSE

- Computer Skills
- Receiving
- Shipping
- Load/Unload
- Hand Jack
- Forklift
 - Stand Up
 - Sit Down
 - Cherry Picker
- Inventory
- Order Selector

EQUIPMENT

- Backhoe
- Bulldozer
- Outside Forklift
- Crane
- Drill
- Saw
- Nail Gun
- Jack Hammer

DRIVER

- License
- CDL - A
- CDL - B
- CDL - C
- Tractor Trailer
- Delivery Truck
- Delivery Van
- Automatic Clutch

SUPPLIES AVAILABLE

- Hard Hat
- Tools
- Safety Glasses
- Steel Toe Work Boots
- Fluorescent Vest
- Gloves

Add Optional Skills