

Émilie Shawns

**1 Via Venus, Embrun, On K0A-5F5
(613) 333-4243**

CHIROPRACTIC HEALTH ASSISTANT / RECEPTIONIST

Friendly outgoing individual with experience in variety of positions such as chiropractic health assistant, reception, and office / secretarial work. Superior communication and computer proficiencies. Positive attitude and adaptability to change.

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

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.

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PROFESSIONAL PLACEMENT HISTORY

Chiropractic Assistant <i>West Wonderton Chiropractic Clinic, ON</i>	2004
Chiropractic Assistant <i>Belton Chiropractic Clinic, Belton, ON</i>	2003
Chiropractic Assistant / Receptionist <i>Varry Chiropractic Clinic, Collingswood, ON</i>	2002
Assistant to School Nurse <i>Hubbard Avenue School, Oromocto, NB</i>	2001-2002

EDUCATION AND PROFESSIONAL DEVELOPMENT

Diploma in Office Administration – Medical <i>Gracian College, Barton, ON</i>	2004
Level four – Secretarial Education <i>Memorial University, Newfoundland</i>	2001

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.

References Upon Request