



## **SKILLS CHECKLIST**

	COMMERCI	IAL INDUSTRY – SKILLS A	AND YEARS O	F EXPERIENCE	
ACCOUNTING  Accounting Accounting Clerk Accounts Payable Accounts Receivable Auditor Bookkeeper Full Charge Cashier Collections Cost Clerk Payroll Posting / Data Entry Teller Other Data Entry Filing Inventory Mail Room Office Assistant Order Clerk Proofreader Transcriptionist Typing (WPM)	Yrs. Exp.	SOFTWARE  Access ACCPAC AS400 Excel Front Page Great Plains Lantech Lotus MS Word MS Word Peachtree PowerPoint Quick Books Title Express WordPerfect Other Other Other	Yrs. Exp.	INDUSTRY SPECIALTY  Accounting Advertising / Public Relations Banking Construction Engineering Financial Government Information Technology Insurance Legal Manufacturing Mortgage Non-Profit Printing Property Management Publishing Real Estate Retail Services Title Warehouse / Distribution Other	Yrs. Exp.
COMMUNICATION / P.R. Call Center/ Incoming Call/ Center Outgoing Convention Clerk Customer Service E-mail Exhibit Personnel Help Desk Internet Manual Message Center Multi- line Phone Reception Registration Personnel Switchboard/ Computerized Telemarketing/ Sales Voice Mail Other		SECRETARIAL / A.A.  to Board of Directors  to CFO  to COO  to Corporate Executive  to Department  to Department Head  to Elected Official  to Manager  to One Person Office  to Owner  to Partners  to President / CEO  to Professional  to Small Business  to Supervisor  to Vice President  Other	Yrs. Exp.	DEPT. SPECIALTY  Accounting Dept. Corporate Headquarters Human Resources IT Dept. Legal Dept. Mail Room Office Management Public Relations Dept. Purchasing Sales / Marketing Scheduling / Planning Shipping / Receiving Small Business Other Other	Yrs. Exp.





## HEALTHCARE/ MEDICAL INDUSTRY - SKILLS AND YEARS OF EXPERIENCE

MEDICAL ADMINISTRATION Yrs. Ex	<b>Kp.</b> □ POS / HMO Referrals		□ Doctorcs Office	
□ Appointment Scheduling	□ Practice Manager		☐ Emergency	
□ Billing	□ Pre- certification		☐ Family Practice	
□ Charge Entry		Yrs.	☐ Geriatrics	
☐ Chart Analysis	Exp.			
□ Chart Assembly	☐ Quality Assurance			Yrs. Exp.
□ Collect Co- pays	□ Reception		☐ Hospital Administration	
□ Credentialing	□ Registration		☐ Hospital financial	
□ Denial of Benefits			☐ Hospital Health Information	ı <u></u>
□ Explanation of Benefits			☐ Internal Medicine	
□ HCFA 1500			□ OB / GYN	
□ ICD-9 / CPT Coding			□ Oncology	
□ Insurance Claim Processing			☐ Ophthalmology	
Yrs. Ex	<del></del>		1	
☐ Insurance Follow- up	UB92			Yrs. Exp.
·	Utilization Review		□ Outpatient Center	
			□ Pediatrics	
□ Medical Coding	☐ Other		☐ Psychiatry	
☐ Medical Collections			□ Radiology	
 □ Medical Data Entry	<del></del>		□ Research	
,	MEDICAL SPECIALTY	Yrs.	☐ Surgery	
Medical Records	Exp.		□ Other	
□ Patient Collections	☐ Assisted living			
□ Payment Posting	□ Cardiology			
	□ Dental			
MEDICAL SOFTWARE Yrs.	Evn	Yrs. Exp.		V
□ EPIC	□ Medisoft	113. Ехр.	□ Other	Yrs. Exp.
	□ Med Manager		□ Other	
□ Medical MasterMind	□ Med Manager		☐ Other	
I authorize ExecuTeam to ch of application will result in understand that I will <u>not</u> be	termination of further em	oloyment c	onsideration. Furtherm	nore, I
Applicant <b>s</b> Signature <b>X</b>			Date	