**Clinic Clerk Module**

My experience as a clerk during Internship was pleasant. I did better than I thought I would and I didn’t find it all that difficult. The Clinic Manager explained everything in a way that I could understand and helped me out when I needed help. The time spent there was educational and helpful. I learned how to schedule and reschedule clients by using a computerized program called Milano. There, I was also responsible for calling or emailing clients that are scheduled in for the next day, in order to confirm their appointment. Another task that I was in charge of was taking payment from the clients and through the internet and Moneris and issuing a receipt to the client of the way out. I found all this educational and helpful for the future when I start my own practice.