

Medical Administrative Specialist

ROBERT SMITH

Phone: (123) 456 78 99
Email: info@qwikresume.com
Website: www.qwikresume.com
LinkedIn: linkedin.com/qwikresume
Address: 1737 Marshville Road,
Alabama

Objective

Medical Administrative Professional with over 5+ years experience in healthcare. Skilled in providing individuals with office visit check in, check out, billing and collections, records management, and appointment setting. Organized and work efficiently with 6 physicians in a fast-paced medical office setting while committed to superior customer service.

Skills

Microsoft Office 2013 and Windows Operating System, Medical Manager, and Medisoft medical office software, Synapse, Smartboard, Brilliant Software, Multi-networking.

Work Experience

Medical Administrative Specialist

ABC Corporation - November 2009 – 2011

- Identified and resolved patient billing and payment issues.
- Evaluated patients financial status and established appropriate payment plans.
- Applied proper knowledge of CPT and ICD-9 coding to patient accounts.
- Collected and posted-money to accounts.
- Scheduled patients for follow-ups and procedures.
- Assisted in the maintenance of medical charts and/or electronic medical record (filing, Op Reports, test results, home health care forms).
- Prepared patient charts accurately and neatly for the clinic.

Medical Administrative Specialist

Delta Corporation - 2004 – 2009

- Hours Skills Word 2013 Medical Terminology Excel 2013 Medical Office procedures PowerPoint 2013 Insurance Medisoft/ Practice Management Software .
- Indian Wells, CA For Eisenhower Medical Center Medical Administrative Specialist.
- Indian Wells, CA For Desert Oasis Health Care Medical Administrative Specialist.
- Medical Terminology, Medical Transcription, Medical Office Administration, Billing & Coding.
- Consistently praised for efficient handling of administrative duties (e.g., answering phones, scheduling appointments, maintaining medical records, .
- Demonstrated proficiency in taking patient medical histories.
- Helped implement practices, quality assurance and control program.

Education

High School Diploma