



# NOAH WILLIAMS

## Intermediate Medical Support Assistant

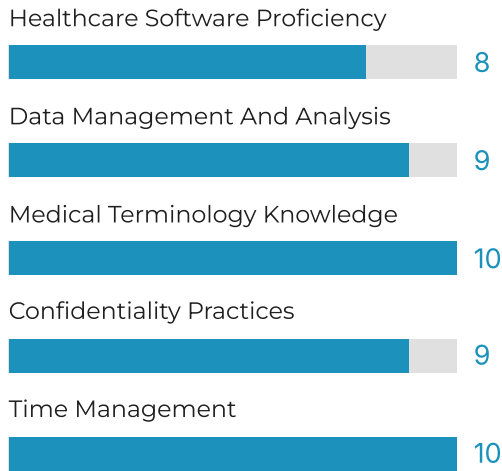
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📍 Los Angeles

🌐 www.qwikresume.com

### 💡 SKILLS



### 🎯 INTERESTS

🔧 DIY Projects    ✂️ Crafting

🧘 Meditation    🏛️ History

### 👊 STRENGTHS

🌱 Humility    💡 Innovation

👁️ Insightfulness    ✅ Integrity

### 🗣️ LANGUAGES



### 🌟 ACHIEVEMENTS

- 🌟 Improved patient appointment scheduling efficiency by 30% through optimized workflow practices.
- 🌟 Received commendation for outstanding patient service, enhancing overall satisfaction scores by 15%.

### 👤 PROFESSIONAL SUMMARY

Motivated Medical Support Assistant with 5 years of diverse experience in patient engagement, appointment management, and medical record administration. Proven ability to streamline processes in busy healthcare settings while prioritizing patient needs. Eager to leverage strong communication and organizational skills to enhance service delivery and patient satisfaction.

### 💼 WORK EXPERIENCE

**Intermediate Medical Support Assistant** 📅 Apr / 2021-Ongoing  
*Pineapple Enterprises* 📍 Santa Monica, CA

1. Assisted in various patient care tasks to support occupational health services, ensuring compliance with regulations.
2. Welcomed patients, managed incoming calls, and provided accurate information on services.
3. Utilized effective communication skills to address patient inquiries with professionalism and empathy.
4. Evaluated the urgency of patient requests, directing them to appropriate medical personnel.
5. Verified patient eligibility and meticulously updated records within electronic health systems.
6. Collaborated with personnel offices to coordinate occupational health exams for employees.
7. Reviewed daily patient lists to confirm appointments using VISTA and campus programs.

**Medical Support Assistant (OA)** 📅 Apr / 2020-Apr / 2021  
*Crescent Moon Design* 📍 Portland, OR

1. Managed patient appointments, ensuring efficient scheduling and minimal wait times.
2. Engaged with patients to assess their needs and direct inquiries to relevant healthcare providers.
3. Screened and routed incoming correspondence for timely responses.
4. Reviewed outgoing communications for accuracy and compliance with guidelines.
5. Drafted various types of correspondence, utilizing medical terminology appropriately.
6. Provided guidance on policies and procedures related to patient communications.

### 🎓 EDUCATION

**Associate of Applied Science in Medical Assisting** 📅 Apr / 2019 - Apr / 2020  
*Springfield Community College* 📍 Seattle, WA

Completed comprehensive coursework in medical assisting, including patient care, administrative tasks, and clinical procedures.