

# NAME

TITLE

000-000-0000 / EMAIL / CITY, STATE, ZIP

## Profile

New graduate seeking medical receptionist position to utilize office administration experience. Familiar with HIPAA compliance, insurance billing, and medical terminology.

## Experience

### Medical Receptionist at Doctors Unlimited - Company / Location

MONTH YEAR - Present

- Served walk-in customers and scheduled more than 15 appointments daily
- Organized and maintained over 200 patient records according to HIPAA guidelines
- Transferred all patient paper documents into an online portal
- Billed Blue Cross Blue Shield and Cigna insurance

### Administrative Assistant at Law Offices - Company / Location

MONTH YEAR – MONTH YEAR

- Digitized thousands of documents to adopt a paperless office
- Communicated with over 20 clients daily to book calls and appointments
- Maintained professional calendars for two law partners
- Scheduled nightly office cleaning and quarterly maintenance

### Project Experience

- Lorem quis bibendum auctor, nisi elit consequat ipsum
- Lorem quis bibendum auctor, nisi elit consequat ipsum
- Lorem quis bibendum auctor, nisi elit consequat ipsum

## Education

### Medical Billing Diploma - Career College

2022

- GPA: LIST
- AWARD
- AWARD

### Diploma - High School

2020

- GPA: 3.9
- AWARD
- AWARD

## Skills

### Expertise

- Customer service
- Insurance billing
- Microsoft Office Suite
- Office administration
- Scheduling

## Licenses & Accreditations

### Licenses Licenses & Accreditations

- Certified Medical Administrative Assistant from the National Healthcareer Association