

Francis Preve

1111 Any Street, New York, NY 11111
(111) 111-1111

Objective

To secure a medical office position with a progressive organization where my knowledge and skills can be utilized to contribute to a successful team.

Summary of Qualifications

- Administrative procedures: Billing, Coding, Processing claims, Admitting, Scheduling appointments, Patient chart maintenance, & Collections
- Coding: CPT & ICD-9
- Knowledge of anatomy, physiology, and medical terminology
- Medical billing and Insurance procedures, Processing, and Posting
- Keyboarding 50 WPM
- Customer service skills

Computer Skills

MS Word; Medisoft; Windows XP; Fax and copier proficient

Experience

10/06-Present ABC Hospital New York, NY

Medical Administrative Assistant

- Medical office procedures – Scheduling, Filing, Telephone, Keyboard
- Microcomputer Concepts --- Word, Excel, Windows, Medisoft
- Health procedures – Inventory, Supplies, Medication
- Healthcare Communications – Letter Formatting
- Healthcare Accounting – Bookkeeping, Basic Accounting
- Medical Insurance – CPT, ICD – 9 Coding, CMS 1500
- Professional Ethics – HIPAA and OSHA

7/04-10/05 LMN Medical Center New York, NY

Medical Administrative Assistant

- Handled patient scheduling and confirm appointments
- Updated patient demographics, insurance information and referrals
- Verified coverage to obtain insurance pre-certifications for diagnostic testing
- Pulled patient charts, file documentation, checked patient balances and collected payment

10/01-2/02 XYZ Hospital 1 New York, NY

Medical Administrative Assistant

- Medical Reception
- Answering phones; Patient scheduling
- Check-in/Check-out
- Referrals
- Insurance Verification; Prior Authorizations
- Customer service
- Taking and recording vital signs
- Daily cash reconciliation; Banking; Financial records
- Inventory

Education

2003-2004 Career Education Institute, New York, NY **Medical Administrative Assistant**

- Valedictorian, 4.0 GPA and perfect attendance

References available upon request

JefftheCareerCoach.com