
Back Office Manager Resume

Job Objective

I would like to secure Back Office Supervisor position with a growing company where I can utilize my training and skills.

Highlights of Qualifications:

- Admirable experience in managing finances of health care industry
 - Outstanding knowledge various organizational policies and procedures
 - Deep knowledge of medical terminology
 - Wide knowledge of wage and labor regulations
 - Immense ability to work effectively with employees and supervise working
 - Exceptional ability to manage all office complaints
 - Ability to assume duties of back office personnel
 - Ability to communicate effectively with staff, clients
-

Professional Experience:

Back Office Supervisor
Parsons Brinckerhoff, Hewitt, TX
October 2008 – Present

- Assisted patients in all medical office formalities and ensured proper treatment.
- Prepared schedule of back office work and evaluated performance of all employees.
- Monitored all treatment delivered to patient and ensured its satisfaction.
- Maintained good relations with employees and patients.
- Ensured compliance to all company objectives and ensured regular quality improvement programs.
- Managed employee performance by various center managers.
- Participated in various clinical reviews and ensured correction of all deficiencies.
- Performed regular supervision of facility and ensured compliance to company standards.

Back Office Team Lead
ARGO Data Resource Corporation, Hewitt, TX
August 2003 – September 2008

- Assisted in preparing patients for all physical examinations.
- Maintained all supplies and ensured a well stock supply room.
- Monitored smooth working of all clinical equipments and maintained records for same.
- Coordinated with patients and performed all urine drug screens such as DOT and non DOT and managed pick up and shipment of specimens.
- Performed back office functions such as managing records of patients and attending phone calls.
- Trained and developed training programs for subordinates in back office working.

Back Office Medical Assistant
CRT Capital, Hewitt, TX
May 1998 – July 2003

- Prepared all patients for treatment according to Medical Director requirement.
 - Maintained and operated office equipment.
 - Assisted in maintaining and sanitizing room for patients.
 - Documented medical records of clients and maintained it.
 - Scheduled appointments for patients and greeted on arriving.
-

Education:

Bachelor's Degree in Financial Services
Oklahoma Panhandle State University, Goodwell, OK

[Build your Resume Now](#)