
MEDICAL ADMINISTRATIVE ASSISTANT RESUME

Summary:

A very responsible individual who has served as an exceptionally good assistant who has achieved both personal and departmental goals through successful coordination with fiscal, administrative and human resource departments; has a vast and related experience in working under a medical setting whose functions involved management of medical data, patient records and grants, preparation of financial statement and budgets, reconciliation of accounts, arrangement of hospital admissions, appointment schedule handling and active coordination with other departments.

Professional Experience:

Medical Administrative Assistant January 2007 – Present
Rollins Hospital, Orlando, Florida

Responsibilities:

- Responsible for accepting, investigating, filing and processing healthcare applications.
- Processed application within duration.
- Coordinated fiscal and human resource activities, equipment purchases, and provision of facilities and supplies to the appropriate departments.
- Checked inventory and status of all medical equipment and ensured that they are thoroughly checked by engineers assigned in the diagnosis of specialized machinery.
- Purchased medical equipment and supplies as per requirement.
- Maintained availability and updated records of patients.
- Responded to the inquiries of the current patients and customers.

Medical Administrative Assistant June 2004– January 2007
Andrews Hospital, Florida

Responsibilities:

- Performed routine administrative checks and other necessary clinical tasks.
- Responded to inquiries of patients and other clients.
- Maintained smooth operations of the clinic in the absence of the Medical Director.
- Handled scheduling of doctor appointments.
- Prepared records of patients and ensured that their medical profiles, conditions, progress and pending treatments are logged in and are properly coordinated to the patient.
- Handled billing, bookkeeping, and laboratory services.

Medical Staff February 1999 – May 2001
Children Hospital Care, Cranston, Rhode Island

Responsibilities:

- Responsible for accepting, investigating, filing and processing healthcare applications.
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- Coordinated fiscal and human resource activities, equipment purchases, and provision of facilities and supplies to the appropriate departments.
- Checked inventory and status of all medical equipment and ensured that they are thoroughly checked by engineers assigned in the diagnosis of specialized machinery.
- Purchased medical equipment and supplies as per requirement.
- Maintained availability and updated records of patients.
- Responded to the inquiries of the current patients and customers.

Medical Administrative Assistant June 2004– January 2007
Andrews Hospital, Florida

Education:

1995- 1999 Bachelor of Science in Clinical Medical Assistant
Massachusetts Institute of Technology, MA
1991 – 1995 Associate Degree in Medical Assistant
Massachusetts Institute of Technology, MA

Skills:

- Proficiency in both oral and written communication skills
- Proficiency in computer applications related to work
- Knowledgeable in applicable laws, codes and regulations
- Knowledge of Microsoft Word, Access and Excel
- Personnel management and payroll administration
- Good interpersonal skills, highly organized
- Strong leadership, problem solving, customer service, and team-building skills
- Familiar with medical compliance laws pertaining to personnel

Awards and Honors:

Current CPR Certification, Medication Aide Certification
American Association of Medical Assistants, Medical Assistant Certification

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