

MEDICAL OFFICE ADMINISTRATIVE ASSISTANT RESUME

Objective:

To obtain the Medical Office Administrative Assistant position and utilize my experience and skills for the successful completion of each job task.

Summary of Skills:

- Remarkable experience working with health service providers
 - Proficient with all Microsoft Office applications
 - Ability to read and interpret documents with medical terminology
 - Ability to plan and organize work activities
 - Ability to obtain training to perform and enhance day-to-day working regime.
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Work Experience:

Medical Office Administrative Assistant
UnitedHealth Group, Missoula, MT
August 2005 to till date

- Administered the patient registration function.
- Conducted audits and maintained petty cash and changed funds.
- Prepared deposits and served as a back up to the Customer Service Coordinator.
- Assured designated areas are in compliance with regulatory guidelines.

Medical Office Administrative Assistant
Tenet Healthcare, Missoula, MT
May 2000 to July 2005

- Provided reports and ensured to give scheduling support to research staff.
 - Resolved member problems, concerns and requests for information.
 - Assisted with the coordination of community outreach programs.
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Education:

Associate Degree in Medical Administrative
University of Utah, Salt Lake City, UT

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