
Medical Office Administrator Resume

Job Objective

To enhance the organization by using my past training and skills to secure a position as a Medical Office Administrator.

Highlights of Qualifications:

- Remarkable experience in growing practice environment
 - Huge knowledge of non-medical practice management
 - Deep knowledge of medical terminology
 - Familiarity with medical office procedures, X-ray procedures and MS Office
 - Amazing ability to handle patient accounts
-

Professional Experience:

Medical Office Administrator
Clarian Health, Oklahoma City, OK
November 2007 – Present

- Administered development and enforcement of practice procedures.
- Managed optimal communication and information flow.
- Handled staff training and service delivery.
- Carried out regular performance reviews.
- Regulated personnel files and motivated staff.

Medical Office Administrator
HealthCare Partners Medical Group, Oklahoma City, OK
December 2003 – October 2007

- Formulated multiple marketing strategies and campaigns.
 - Coordinated with practice owner.
 - Managed current and future hardware, software and system applications.
 - Monitored enforcement of electronic medical records.
 - Enforced inventory management and controls.
-

Education:

Associate Degree in Medical Office Administration
Gulf Coast Community College, Panama City, FL

[Build your Resume Now](#)