
Medical Practice Administrator Resume

Job Objective

Seeking a Medical Practice Administrator position that enables me to make positive contributions to the organization by utilizing my prior skills in the field.

Highlights of Qualifications:

- Remarkable experience in medical office management
 - Huge knowledge of medical practice management
 - Deep knowledge of human resources, marketing and compliance activities
 - Familiarity with multi-physician practice
 - Amazing ability to evaluate situations
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Professional Experience:

Medical Practice Administrator
Archbold Medical Center, New York, NY
November 2007 – Present

- Administered staff and monitored accounting and payroll.
- Monitored billing department and formulated financial and operational management reports.
- Established marketing strategies and imparted leadership in enforcing business plans.
- Supervised supervisors and staff.
- Coordinated with external advisors and vendors.

Medical Practice Administrator
Main Line Health, New York, NY
December 2003 – October 2007

- Administered billing department and carried out staff meetings.
 - Formulated budget and reports.
 - Managed recruiting, training and firing of staff.
 - Analyzed and bargained with vendors.
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Education:

Bachelor's Degree in Health Administration
Rose State College, Midwest City, OK

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