

# Freyra Portillo

## Administrative Medical Assistant


### Skills

- **Medical Terminology**  
Expert
- **Electronic Health Records (EHR)**  
Expert
- **Clinical Documentation**  
Expert
- **Medical Billing and Coding**  
Expert
- **Administrative Skills**  
Expert
- **Patient Education**  
Expert
- **Scheduling Appointments**  
Expert
- **MedSof**  
Expert
- **CareEMR**  
Expert
- **HIPAA**  
Expert
- **Insurance Regulations**  
Expert
- **Confidentiality**  
Expert

### Languages

- Spanish (bilingual)
- French (intermediate)
- Arabic (intermediate)

### Awards

-  "Outstanding Medical Assistant of the Year" | HealthPro Clinic (2023)

### Experience

□ May 2021 - Now

#### Administrative Medical Assistant

HealthPro Clinic / Newport News, VA

- Manage front desk operations, including patient check-in/out and scheduling appointments.
- Verify insurance coverage, process patient referrals, and ensure accurate billing.
- Maintain EHR, update patient information, and document clinical notes as per HIPAA guidelines.

□ June 2018 - May 2021

#### Medical Receptionist

HealthPro Clinic / Newport News, VA

- Greeted and registered patients, updated medical records, and handled incoming calls.
- Assisted physicians and nurses with administrative tasks, maintaining patient confidentiality.

### Education

□ 2016 - 2018

#### Associate of Applied Science degree in Health Science-Medical Assisting

ECPI University / Newport News, VA