

JOHN SMITH

Administrative Medical Assistant

(786) 555-1234

john.smith@gmail.com

United States, Miami, FL

PROFESSIONAL SUMMARY

Motivated and organized administrative medical assistant seeking to leverage strong organizational and communication skills in a healthcare office environment. Committed to enhancing the efficiency of healthcare facilities through effective administrative support.

EDUCATION

2020 - 2024

Associate Degree in Medical Administration

Miami College of Health Sciences / United States, FL

Certified Medical Administrative Assistant (CMAA)

National Healthcareer Association / Certification Date: March 2023

SKILLS

- Patient Scheduling Expert
- Medical Billing and Coding Expert
- HIPAA Compliance Expert
- Insurance Verification Expert
- Strong Organizational Skills Expert
- Customer Service Expert
- Microsoft Office Suite Expert
- Medical Record Management Expert
- Bilingual in English and Spanish Expert

EXPERIENCE

2024 - Now

Administrative Medical Assistant Sunshine Medical Clinic / United States, Miami, FL

- Greet patients and manage check-in/out processes.
- Maintain and update patient records, ensuring confidentiality and accuracy.
- Schedule patient appointments and coordinate with insurance companies.
- Answer phone calls, respond to inquiries, and provide patient information.
- Process medical billing and insurance claims in compliance with protocols.

2022 - 2023

Receptionist Greenwood Family Practice / United States, Miami, FL

- Managed appointment scheduling, including follow-up and reminder calls.
- Organized patient files and ensured that all documents were correctly filed.
- Assisted with medical coding and billing procedures.
- Ensured operations by communicating between providers, patients, and insurance companies.

VOLUNTEER EXPERIENCE

2023 - 2024

Volunteer Medical Assistant Miami Health Outreach Program, FL

- Assisted in patient intake and prepared medical records for outreach events.
- Organized information materials and provided guidance on local resources.
- Coordinated with a team of students and professionals to provide free healthcare services to underprivileged communities.