



Brian Haava

MEDICAL ADMINISTRATIVE ASSISTANT

+1 234 567 89 10

brianhaava@mail.com

United States, Rochester, NY

SKILLS

Medical Office Management	Expert
Patient Scheduling	Expert
Health Insurance Verification	Expert
Electronic Health Records (EHR)	Expert
Front Desk Operations	Expert
Appointment Coordination	Expert
Administrative Support	Expert

LANGUAGES

- English (Native)
- Estonian (Native)

PROFESSIONAL SUMMARY

Dedicated Medical Administrative Assistant with over 8 years of experience. Have a proven track record of effectively managing the administrative and clerical tasks in a fast-paced healthcare setting. Exceptional organizational skills, attention to detail, and the ability to handle multiple tasks simultaneously while maintaining accuracy. Proficient in electronic medical records and medical billing.

EXPERIENCE

2021 - Now

Medical Office Assistant

Sunset Hills Medical Center / Rochester, NY

- Efficiently manage front desk operations, including patient check-in, appointment scheduling, and insurance verification.
- Maintain accurate patient records and handle confidential medical information with discretion.
- Coordinate communication between medical staff, patients, and insurance providers.
- Assist in organizing and executing medical events, such as health fairs and vaccination clinics.

2016 - 2021

Administrative Assistant

Rochester General Hospital / Rochester, NY

- Assisted in preparing and organizing patient files, ensuring compliance with healthcare regulations.
- Collaborated with healthcare professionals to streamline administrative processes, resulting in improved efficiency.
- Conducted data entry and maintained electronic health records (EHR) for accurate patient documentation.
- Managed inventory of medical supplies and facilitated orders as needed.

EDUCATION

2012 - 2016

Associate of Science in Healthcare Administration

Hunter College / New York, NY

PROFESSIONAL MEMBERSHIPS

2020 - Now

American Association of Medical Assistants (AAMA)

Chicago, IL

