

Jordan Kim

Medical Administrative Assistant

Contact info

☎ (555) 654-7890

✉ jordan.kim@gmail.com

📍 United States, Seattle, WA

Education

- **Seattle Vocational Institute** 2022 - 2024
United States, WA

Skills

Medical billing and coding (ICD-10)	<div><div style="width: 100%;"></div></div>
Patient scheduling systems (Epic, Cerner)	<div><div style="width: 100%;"></div></div>
HIPAA compliance	<div><div style="width: 100%;"></div></div>
Insurance processing	<div><div style="width: 100%;"></div></div>
Medical terminology	<div><div style="width: 100%;"></div></div>

Professional summary

Detail-oriented medical administrative assistant with knowledge of healthcare systems, HIPAA compliance, and patient scheduling. Looking to contribute administrative support in a medical office or hospital setting.

Experience

- **Medical Office Intern** May 2024 - August 2024
Seattle Family Clinic, United States, WA
 - Managed patient scheduling, check-ins, and billing inquiries.
 - Maintained patient records and ensured HIPAA compliance during data handling.
 - Assisted medical staff by preparing patient charts and handling correspondence.
 - Processed insurance forms and coordinated follow-up appointments.
- **Medical Office Volunteer** June 2023 - August 2023
Meadow Health Clinic, United States, Seattle, WA
 - Greeted and registered patients for medical appointments, verifying health insurance and personal information.
 - Helped streamline patient scheduling using electronic health record systems.
 - Assisted with filing medical paperwork and sorting digital patient files.
 - Supported staff by answering general inquiries and providing patients with necessary forms.