

Jessica Moore

MEDICAL OFFICE ADMINISTRATOR

(773) 555-2345
jessica.moore@gmail.com
United States, Chicago, IL

SKILLS

Expertise in medical office management and patient scheduling	Expert
Proficient in medical billing, coding, and insurance verification	Expert
Familiar with HIPAA compliance and healthcare confidentiality standards	Expert
Skilled in Electronic Health Record (EHR) systems (Epic, Cerner)	Expert
Strong organizational, time management, and multitasking abilities	Expert
Excellent communication and interpersonal skills	Expert

LANGUAGES

- Italian: Fluent
- Spanish: Conversational (Intermediate)

HOBBIES

- Yoga
- Reading

PROFESSIONAL SUMMARY

Detail-oriented and customer-focused Medical Office Administrator with hands-on experience in patient record management, appointment scheduling, and medical billing. Adept at working in fast-paced healthcare settings, ensuring smooth operations, and providing a positive patient experience.

EXPERIENCE

July 2024 - Now

Medical Office Administrator

Health First Clinic / Chicago, IL

- Oversee all administrative functions, including appointment scheduling, patient management, and insurance verification.
- Coordinate with physicians and other medical staff to ensure smooth patient flow and accurate data entry.
- Manage billing processes, including insurance claims, patient payments, and co-pays.
- Maintain inventory and office equipment, ensuring the office is well-stocked and operational.

May 2023 - July 2024

Administrative Intern

North Shore Family Health / Skokie, IL

- Assisted with patient check-in, including verifying personal and insurance information.
- Supported medical staff with scheduling appointments, following up with patients, and updating medical records.
- Organized and maintained office correspondence and patient intake forms.
- Ensured strict adherence to HIPAA regulations and confidentiality practices.

EDUCATION

Bachelor's Degree in Health Administration

University of Illinois / Graduated: May 2024

Certifications

- Certified Medical Administrative Assistant (CMAA), August 2024
- CPR and First Aid Certified, June 2024