



# 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

