




Emma Turner

Hospital Unit Secretary

CONTACT

 (555) 678-1234

 emma.turner@email.com

 Chicago, IL

EDUCATION

Bachelor of Science in Health Administration

University of Illinois at Chicago – Chicago, IL

Graduated: May 2017

Certifications

- Certified Medical Administrative Assistant (2022)
- Advanced HIPAA Training Certification (2020)

PROFESSIONAL SUMMARY

Highly organized and detail-oriented hospital unit secretary with 10+ years of experience providing administrative support in fast-paced healthcare settings. Adept at managing patient records, coordinating schedules, and ensuring smooth communication between staff and departments. Skilled in using Meditech and EPIC software to maintain accuracy and efficiency.

EXPERIENCE

Hospital Unit Secretary

2018 - Now

Rush University Medical Center, Chicago, IL

- Manage patient admissions, transfers, and discharges with a high degree of accuracy, reducing administrative delays by 15%.
- Provide clerical support to a 35-bed surgical unit, maintaining compliance with HIPAA regulations.
- Schedule procedures and consultations, coordinating between departments to optimize patient care.
- Train new administrative staff on hospital policies and EMR systems to ensure smooth onboarding.

Administrative Assistant (Part-Time)

2015 - 2018

Mount Sinai Hospital, Chicago, IL

- Assisted with filing and updating medical records, improving filing efficiency by implementing a color-coded system.
- Answered patient inquiries and directed calls to appropriate departments, maintaining professionalism under pressure.
- Ordered and maintained inventory for office supplies, ensuring uninterrupted administrative operations.
- Supported staff during peak periods by multitasking and prioritizing urgent requests.

SKILLS

EMR Systems: Meditech, EPIC



HIPAA Compliance



Multitasking in High-Stress Environments



Scheduling and Coordination

