**SAMPLE STUDENT**

Palatine, IL 60067

847.555.1212

[samplestudent@gmail.com](mailto:samplestudent@gmail.com)

[www.linkedin.com/in/samplestudent](file:///D:\Resuumes%202019\www.linkedin.com\in\samplestudent)

**MEDICAL OFFICE MANAGER**

More than 10 years of experience in providing medical office administration in a fast-paced patient centered environment with a dedication to operational excellence. Familiar with all

day-to-day operations including hiring, training, scheduling, payroll and supervision of office staff, managing files and electronic medical records, insurance billing and claims reimbursement. Ensure compliance with HIPAA and OSHA regulations.

**PROFESSIONAL EXPERIENCE**

Northwest Community Hospital, Arlington Heights, IL July 20xx to Present

**Medical Care Office Supervisor**

* Manage registration processes, reimbursement and customer service for department to maximize resources and patient service
* Contact health insurance companies for eligibility, benefits and claims information
* Supervise maintenance of electronic medical records and correspondence files
* Hire, train and schedule staff and provide in-service workshops monthly
* Organize and prioritize workload to meet project deadlines

Logins Chiropractic Center, Hoffman Estates, IL January 20xx to June 20xx

**Medical Office Assistant**

* Handled patient interactions including answering telephone, scheduling and confirming patients’ appointments, surgeries, and medical consultations
* Greeted patients and assisted them in completing required intake forms
* Ordered and maintained inventory of supplies
* Interviewed patients to complete documents, case histories, intake and insurance forms

**COMPUTER SKILLS**

Microsoft Word, Excel and PowerPoint

**VOLUNTEER ACTIVITIES**

Palatine Township Senior Citizens Council, Palatine, IL May 20xx to Present

* Answer phones, perform clerical duties and data entry
* Welcome visitors, provide directions and give tours of facility
* Help with meal programs at Our Place Café
* Staff gift shop, inventory merchandise and provide customer assistance

**EDUCATION**

Harper College*,* Palatine, IL

Associate in Applied Science, Health Care Office Manager May 20xx

**PROFESSIONAL ASSOCIATION**

American Association of Healthcare Administrative Manager (AAHAM)