

ALLISON ROSENBERG

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Medical secretary with a Bachelor of Science in health information management and over three years of experience in health care administration. Expertise in managing patient records, scheduling appointments, and medical transcription, with a record of raising efficiency and reducing scheduling conflicts. Certified Medical Administrative Assistant (CMAA).

Professional Experience

Senior Medical Secretary | St. Luke's Hospital, Houston, TX | January 2020 to present

- Manage and update over 5,000 patient records, ensuring accuracy and confidentiality per HIPAA regulations
- Plan and coordinate appointments for 10 medical professionals, reducing scheduling conflicts by 30%
- Transcribe and document over 2,000 medical reports, demonstrating proficiency in medical terminology and typing skills

Medical Secretary | Northwestern Memorial Hospital, Chicago, IL | June 2018 to December 2019

- Maintained records for over 3,000 patients, ensuring all information was accurate and up-to-date
- Managed schedules of five doctors, scheduling patient appointments, surgeries, and other medical procedures
- Transcribed medical reports, demonstrating knowledge of medical terminology and strong typing skills

Key Skills

- Appointment scheduling
- Medical billing procedures
- Medical transcription
- Patient records management

Education

- Associate of Applied Science in Medical Office Administration | Kaplan University, Chicago, IL
May 2018
- Bachelor of Science in Health Information Management | University of Washington, Seattle, WA
June 2017
- Associate of Science in Medical Administrative/Executive Assistant and Medical Secretary | Houston Community College, Houston, TX
December 2019

Professional Development

- Certified Medical Administrative Assistant (CMAA), National Healthcareer Association
- Certified Professional Secretary (CPS), International Association of Administrative Professionals
- Certified Administrative Professional (CAP), International Association of Administrative Professionals