

LB

Lauren Bennett

Medical Administrative Assistant

CONTACT INFORMATION



(123) 456-7890



email@example.com



LinkedIn



Dallas, TX 75201

EDUCATION

- Associate of Science (A.S.) in Medical Office Administration
Texas Community College,
Dallas, TX | October 2017

KEY SKILLS

- Appointment scheduling
- Billing and coding support
- HIPAA compliance
- Patient relations
- Recordkeeping

LANGUAGES

- Fluency in Spanish

ABOUT ME

Certified medical administrative assistant with four years of experience managing patient records, scheduling appointments, and ensuring HIPAA compliance. Dedicated to maintaining a professional, patient-centered environment. Bilingual: Fluent in English and Spanish.

PROFESSIONAL EXPERIENCE

MEDICAL ADMINISTRATIVE ASSISTANT | HEALTHFIRST CLINIC, DALLAS, TX

MAY 2019 - PRESENT

- Manage daily schedules for three physicians, coordinating over 50 appointments per week
- Assist with timely, accurate insurance claim billing and coding
- Respond to patient inquiries, resolving 90% of issues on first interaction
- Streamlined patient data entry protocols, improving accuracy of record updates by 25%

RECEPTIONIST | WELLCARE PEDIATRICS, DALLAS, TX

JANUARY 2017 - APRIL 2019

- Scheduled patient appointments, maintaining 98% attendance through effective reminder systems
- Answered and directed incoming calls to appropriate departments
- Efficiently managed and maintained office inventory, reducing supply costs by 15%

CERTIFICATIONS

- CERTIFIED MEDICAL ADMINISTRATIVE ASSISTANT | NATIONAL HEALTHCAREER ASSOCIATION | APRIL 2019