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Olivia Bennett

A medical executive assistant with nine years of experience supporting hospital executives, physicians, and health care administrators. Skilled in managing confidential patient records, scheduling high-priority medical meetings, and ensuring compliance with HIPAA and other health regulations. Adept at handling fast-paced environments with professionalism and discretion.

Location

Houston, TX

Phone

(555) 678-1234

Email

olivia.bennett@email.com

Website

LinkedIn | portfolio

Education

University of Texas, Houston
May 2014
Bachelor of Science (B.S.) Health
Administration

Key Skills

- Executive scheduling for health care professionals
- Medical transcription and documentation
- HIPAA compliance and patient confidentiality
- Insurance and billing coordination
- Hospital board meeting support

Professional Experience

Medical Executive Assistant , Houston General Hospital | Houston, TX
July 2016 - Present

- Provide administrative support to the Chief Medical Officer, managing schedules, medical board meetings, and confidential health care documentation
- Ensure compliance with HIPAA regulations by maintaining secure patient records and coordinating confidential communications between departments
- Spearheaded a digital medical records initiative, reducing document retrieval times by 35% and improving data security

Medical Office Administrator, Westside Family Clinic | Houston, TX
June 2014 - July 2016

- Managed physician schedules, patient appointments, and electronic medical records, ensuring seamless daily operations
- Processed insurance claims and billing statements, improving accuracy and reducing claim rejections by 20%
- Assisted in coordinating continuing medical education (CME) events and physician training sessions