



Laura Harris

Experienced Administrative Assistant specializing in medical office support, with a focus on patient scheduling, medical billing, and administrative tasks. Proven track record of improving office processes, ensuring compliance with medical regulations, and enhancing patient experience.

CONTACT

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EDUCATION

- **ASSOCIATE OF SCIENCE IN HEALTH ADMINISTRATION I**
DALLAS COMMUNITY COLLEGE,
DALLAS, TX | MAY 2017

KEY SKILLS

- **Medical Billing**
- **Patient Scheduling**
- **HIPAA Compliance**
- **Data Entry**
- **Insurance Verification**

PROFESSIONAL EXPERIENCE

MEDICAL ADMINISTRATIVE ASSISTANT I HEALTHY LIFE MEDICAL CENTER, DALLAS, TX | JULY 2019 - PRESENT

- Manage patient appointment scheduling, ensuring accurate and efficient handling of over 50 appointments per day.
- Process and verify insurance claims, reducing billing errors by 15% through attention to detail and verification protocols.
- Assist medical staff with patient intake forms, medical records management, and HIPAA compliance.
- Organize patient information and medical history for the healthcare team, contributing to a 10% increase in patient satisfaction scores.

MEDICAL OFFICE ASSISTANT I OAKWOOD HEALTH SYSTEMS, DALLAS, TX | JUNE 2017 - JUNE 2019

- Assisted in patient registration, verifying personal and insurance details to reduce errors.
- Managed and organized patient charts, ensuring all necessary documents were up to date and complete.
- Supported billing departments by gathering data and reconciling accounts with insurance providers.