

LH

## CONTACT



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Dallas, TX 75201

## EDUCATION

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

## KEY SKILLS

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

# 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.

## PROFESSIONAL EXPERIENCE

**MEDICAL ADMINISTRATIVE ASSISTANT** | **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** | **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.