



DAVID MILLER

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PROFILE

Experienced Administrative Assistant with over 3 years working in medical offices. Skilled in managing patient records, coordinating appointments, and maintaining office supplies. Known for high attention to detail and ability to work efficiently in a fast-paced environment.

KEY SKILLS

- Medical Billing and Coding
- HIPAA Compliance
- Scheduling and Patient Coordination
- Medical Record Management
- Insurance Verification

PROFESSIONAL EXPERIENCE

Medical Office Administrator

San Francisco Family Health, San Francisco, CA | August 2019 - Present

- Coordinate appointments for 5 physicians and 2 nurse practitioners, ensuring efficient patient scheduling and minimal wait times.
- Manage patient records and ensure HIPAA compliance in all documentation and data management.
- Handle insurance claims, billing inquiries, and patient communications.
- Implemented a new filing system that reduced paperwork by 25%, improving office efficiency.

Administrative Assistant

East Bay Medical Group, Oakland, CA | June 2017 - July 2019

- Supported office manager in daily operations, including managing medical office schedules and maintaining supplies.
- Answered phones, scheduled appointments, and assisted with billing and patient communication.
- Tracked inventory and assisted in purchasing medical office supplies.

EDUCATION

Associate of Science in Medical Office Administration

City College of San Francisco, San Francisco, CA | May 2017