

LS

Larry Stewart

Healthcare Clinic Office Manager

Clinic Office Manager with seven years of experience in outpatient and specialty-care settings.
Expert in patient flow, EHR supervision, and staff scheduling.

CONTACT

 (123) 456-7890

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 LinkedIn | Portfolio

 City, ST 12345

PROFESSIONAL EXPERIENCE

OFFICE MANAGER | CITY ORTHOPEDIC CLINIC, CITY, ST
MARCH 2017 – PRESENT

- Streamlined patient check-in process, reducing average front-desk wait time by 50%
- Supervise scheduling for 12 providers, achieving a 98% appointment-fill rate
- Coordinate staff-training programs, increasing EHR proficiency scores by 40%

RECEPTION LEAD | FAMILY CARE CENTER, CITY, ST
JUNE 2013 – FEBRUARY 2017

- Managed multi-line phone system and handled 150+ daily calls
- Assisted the billing department with claims submissions

EDUCATION

A.A.S. in Medical Office Administration
Community College, City, ST | May 2013