

PH

Pamela Harris

Healthcare Office Manager

Healthcare Office Manager with nine years in clinic settings. Proficient in EHR systems, staff training, and compliance.

Location

City, ST 12345

Phone

(123) 456-7890

Email

email@example.com

Website

Linkedin | portfolio

Professional Experience

Office Manager, City Medical Clinic | City, ST
June 2015 - Present

- Manage EHR workflows for 10 providers, improving chart-completion rate to 98%
- Oversee credentialing and continuing-education tracking for 25 staff members
- Coordinate OSHA and HIPAA compliance audits with zero findings

Clinic Coordinator, County Health Dept. | City, ST
September 2011 - May 2015

- Scheduled and tracked vaccination appointments for 1,000+ patients
- Implemented digital-checkin kiosks, reducing front-desk volume by 35%

Education

State University, City, ST
May 2011
B.S. in Health Administration