

Racheal Smith

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Objective: Interested in applying for a position of a Health Administrative Assistant with a reputed Hospital/ Health center, where I can put to use the experience practice the experience I have gained in this field.

Experience

Wilson Medical Center

New York

Health Administrative Assistnat

3/3/2009 to Present

- Responsible for managing and maintaining patient's applications and records.
- Data entry of patient's personal & insurance details into the database.
- Responsible for managing and procuring office stationery
- Maintaining office equipment
- Preparing schedules for office staff.
- Managing office correspondence via email, post & fax.
- Responsible for setting up of appointments, carrying out follow-ups for the patients.
- Dealing with patients medical insurance queries.
- Generate reports to doctors that send us patients letting them know the status.
- Responsible for ensuring the cleanliness, sanitation and maintenance of all facilities, exam rooms and equipment.
- Helped implement practice's quality assurance and control program. Efforts ensured compliance with HIPAA, CLIA and OSHA regulations.

Sinclair Health Clinic

New York

Administrative Assistant

3/3/2007 to 3/3/2009

- Managed the front office desk, responsible for answering phone calls and queries.
- Manage and maintain office schedules.
- Prepare invoices, reports, memos, letters, financial statements and other documents, using word processing, spreadsheet, database, and/or presentation software.
- Manage both incoming and outgoing correspondence.
- Responsible for managing and maintaining documents, records and files.
- Managing schedules, stay and travel for clients and guests.
- Responsible for procurement and maintaining of office supplies.
- Prepare and maintain the agendas for office meetings.

Education

Sunnydale High School
High School Diploma

New York
2003

State of New York University
Bachelors of Arts

New York
2007

References: Available upon request