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   New York
High School DIploma   2003

State of New York University   New York

Bachelors of Arts   2007

References: Available upon request