

# Mei Harrington

☎ (312) 555-0123

✉ mei.harrington@email.com

🌐 linkedin.com/in/meiharrington

📍 123 Maple Street, Chicago, IL 60614

## SUMMARY

Dedicated Virtual Medical Assistant with over two years' experience supporting healthcare practices through front desk operations, including patient interaction and administrative management. Skilled in using EMR systems to maintain medical records while ensuring compliance with regulations. Strong team player focused on improving the patient experience by streamlining appointment scheduling and enhancing communication. Eager to contribute positively to a practice dedicated to home care nursing, applying skills in patient eligibility verification and handling inquiries with empathy and efficiency.

## EXPERIENCE

### Virtual Medical Assistant

April 2025 - Present

Healthcare Solutions Inc.

*Remote*

Currently providing essential front desk support for a virtual medical practice specializing in home care nursing. This role requires adept handling of patient interactions and operational tasks that directly impact service quality and patient trust.

- Manage patient check-in/check-out, ensuring accurate collection of co-pays and updates in EMR.
- Answer incoming patient calls, focusing on resolving inquiries rapidly and confirming appointments.
- Verify eligibilities and benefits, effectively communicating critical information regarding patient coverage.
- Streamline communication flows via Ring Central, fostering better interactions between patients and healthcare providers.
- Collaborate closely with clinical staff to expedite patient flow and enhance overall operational efficacy.
- Maintain organized scheduling records and ensure prompt modifications as needed to support team demands.

### Front Desk Coordinator

January 2024 - March 2025

Wellness Medical Group

*Remote*

Supported a fast-paced telehealth practice's front desk operations, emphasizing communication and patient satisfaction in all endeavors.

- Coordinated schedules for multiple doctors while managing digital medical records accurately per HIPAA standards.
- Enhanced patient experiences by quickly addressing queries and facilitating smooth appointment adjustments.
- Led efforts to train new coordinators on EMR and effective front desk protocols, improving onboarding time.
- Verified and communicated insurance coverage details clearly, helping patients navigate their options confidently.
- Built strong rapport with patients, contributing to higher retention rates through quality support during appointments.
- Collaborated with the management team to enhance operational processes for improved service delivery.

## LEADERSHIP & AWARDS

- Dean's List, City College of Chicago, 2023

## EDUCATION

### Associate of Applied Science in Medical Assisting

2024

City College of Chicago GPA: 3.5

*Chicago, IL*

**Coursework:** Patient Care Practices, Medical Law, Office Management, Basic Human Anatomy

## CERTIFICATIONS

- Certified Medical Administrative Assistant (CMAA) 📅 2025

## TECHNICAL SKILLS

- **Electronic Medical Records:** Epic, Cerner, Allscripts
- **Appointment Scheduling Tools:** Ring Central, Zocdoc, Practice Fusion
- **Communication Platforms:** Slack, Zoom, Microsoft Teams
- **Insurance Verification Systems:** Availity, Navinet, Eligibly
- **Microsoft Office Suite:** Word, Excel, PowerPoint
- **Virtual Healthcare Tools:** DocuSign, Doxy.me, Acuity Scheduling
- **Compliance Training Programs:** HIPAA Training, OSHA, Bloodborne Pathogens
- **Customer Relationship Management:** Salesforce, HubSpot, Zoho
- **Task Management Tools:** Trello, Asana, Monday.com
- **Telehealth Services:** Teladoc, MD Live, Amwell

**SKILLS**

- Patient Management
- Team Collaboration
- Customer Service
- Multitasking
- EMR Systems
- Healthcare Compliance
- Technical Support
- Data Management
- Appointment Scheduling
- Insurance Verification
- Conflict Resolution
- Cost Control
- Communication Skills
- Front Desk Operations
- Remote Communication
- Record Maintenance

**PROFESSIONAL AFFILIATIONS**

- Member, American Association of Medical Assistants
- Volunteer, Local Community Health Fairs

**LANGUAGES**

- English (Native)

**ADDITIONAL INFORMATION**

**Work Status** : Authorized to work in United States. No sponsorship required.

**REFERENCES**

AVAILABLE ON REQUEST