RELATED EXPERIENCE:

Office Assistant (Volunteer)
JMC COMMUNITY HEALTH SERVICES, INC., Somerset, NJ March 20xx - July 20xx
Non-profit community organization dedicated to serving elderly population
- Improved office efficiency and cut down on time wastage by creating new online patient information filing system.
- Processed and maintained patient billing records.
- Collaborated with insurance companies, government medical organizations, medical personnel and local community service organizations.

Administrative Support, Medical Records Department
SAINT ANN'S UNIVERSITY HOSPITAL, Ramapo, NJ Summer 20xx
Suburban regional hospital serving three surrounding counties in Northern NJ
- Assisted office manager in overall functioning of medical record department by maintaining and securing all written and electronic medical records.
- Ensured 100% accuracy for confidential and sensitive patient information in records.
- Assisted in implementing the process of creating new medical records and retrieving existing medical records in a timely matter.
- Trained new office staff and volunteers assigned to department.

Administrative Support, Ambulatory Care
UNIVERSITY HOSPITAL, Newark, NJ January 20xx - December 20xx
- Monitored and evaluated the integration of service delivery.
- Assisted Ambulatory Care Administrator in developing, implementing and evaluating clinic service plans.

HONORS & ACTIVITIES:

Member, Seton Hall University MHA Program Student Advisory Council 20xx-Present
Member, American College of Healthcare Executives in New Jersey, 20xx
- Attended annual Advanced Emergency and Acute Care Conference (April, 20xx)
- Completed webinars on Implementation of Health Information, Improving Health Literacy for Patients and Families, and Advancing Healthcare Leadership

SPECIAL SKILLS:

Worked with Access database to enter patient feedback for easy retrieval
Familiar with Emergisoft to obtain patient, physician and nursing information
Competent with Microsoft Word, Excel, Adobe, Access, Outlook, Publisher, Internet Explorer