

# Marie Currie

503-978-5600

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## OBJECTIVE

To obtain a position as Physician Practice Administrator.

## SKILLS & ABILITIES

Over 20 years of medical office administration in multiple specialties. Extensive, accurate transcription experience, including proof reading. Proficient in Microsoft Office, Outlook and medical billing software. Excellent verbal and written communication skills.

## EXPERIENCE

### Office Manager 1985-2006

John Doe, M.D.

Portland, Oregon

Internist

- Efficiently managed successful Neurological Practice as the only support person.
- Implemented HIPPA regulations into office procedures.
- Managed all aspects of a busy physician's office including answering the multi-line telephone, scheduling appointments, interacting with patients, and scheduling laboratory/imaging studies.
- Contacted medical professionals for referral information and medical records. Pulled medical records and maintained file integrity. Processed lab requisitions.
- Directed callers or provided appropriate information to meet needs including triage.
- Performed light bookkeeping and account reconciliation.
- Processed medical coding for patient/insurance billing, interpreted EOBs, verified and coordinated benefits, obtained pre-authorizations and managed collections.
- Completed medical/legal transcription while performing all office duties.
- Coordinated with law firms and insurance companies to schedule independent medical evaluations and expert witness testimony.
- Successfully prepared for audit - found in compliance in all areas of review.

### Receptionist 1983-1985

Jane Doe, M.D.

Gresham, Oregon

General Practice

- Greeted patients on the telephone and in person, scheduling appointments, proofed patient registration for accuracy, handled: filing, collections & insurance/patient billing, verification and preauthorization in team environment.

### Office Manager 1977-1983

J. Whitney Doe, M.D.

San Diego, California

Otolaryngology

- Acted as first contact for new and existing patients. Answering the telephone, scheduling appointments and surgeries, scheduling of laboratory and imaging studies, transcription, bookkeeping, patient and insurance billing, processed account payables and receivables.

## EDUCATION

Oregon HIPAA Compliance Training, Certificate of Completion  
Medical Assistant Program Certificate - Portland Community College