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Your Resume



SUMMARY

Experienced and dedicated Medical Virtual Assistant with a proven track record of providing exceptional administrative support to healthcare professionals. Skilled in managing patient records, scheduling appointments, and handling confidential information with discretion. Proficient in medical terminology and adept at coordinating with healthcare providers to ensure seamless patient care. Effective communicator with a commitment to delivering high-quality service in a virtual setting.

CONTACT

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 +123-456-7890

 [hello@reallygreatsite.com](#)

 123 Anywhere St., Any City

EDUCATION

REALLY GREAT UNIVERSITY
2015-2020
Bachelor of Science in Nursing

WORK EXPERIENCE

MEDICAL VIRTUAL ASSISTANT | SALFORD & CO
2024 - TODAY

- Schedule appointments and manage calendars: Coordinate patient appointments, consultations, and follow-ups for healthcare providers, ensuring efficient scheduling and optimal use of time.
- Maintain electronic health records (EHR): Update and organize patient records, including medical histories, diagnoses, treatments, and medications, ensuring accuracy and confidentiality in compliance with healthcare regulations.

MEDICAL VIRTUAL ASSISTANT | INGOUDE COMPANY
2022 -2023

- Handle patient inquiries: Provide assistance and information to patients regarding appointments, prescriptions, and general inquiries, demonstrating strong communication skills and professionalism.
- Assist with medical billing and coding: Prepare and submit medical claims, verify insurance coverage, and ensure accurate coding of procedures and diagnoses, contributing to efficient reimbursement processes.

MEDICAL VIRTUAL ASSISTANT | KEITHSTON & PARTNER
2022 -2023

- Coordinate telemedicine appointments: Facilitate virtual consultations between healthcare providers and patients, ensuring smooth communication and technical support for virtual visits.

CERTIFICATIONS

Basic Life Support (BLS) Certification

- Lorem ipsum dolor sit amet, consecteturadipiscing elit, sed do eiusmod tempor ncididunt ut labore et dolore magna aliqua.

Health Insurance Portability and Accountability Act (HIPAA) Training:

- Lorem ipsum dolor sit amet, consecteturadipiscing elit, sed do eiusmod tempor ncididunt ut labore et dolore magna aliqua.

Infection Control Certification

- Lorem ipsum dolor sit amet, consecteturadipiscing elit, sed do eiusmod tempor ncididunt ut labore et dolore magna aliqua.

REFERENCES

HANNAH MORALES Founder Liceria & Co.  123-456-7890  hello@reallygreatsite.com	HARPER RUSSO CEO Timmerman Industries  123-456-7890  hello@reallygreatsite.com
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