

Xan Pavlakos

Medical Administrative Assistant

Profile

I have over 5 years of experience as a Medical Administrative Assistant. I am extremely organized and efficient, and I have a strong focus on detail. I am able to work well under pressure, and I always maintain a professional demeanor. My computer skills are excellent, and I am proficient in all Microsoft Office applications. In addition, I have experience with electronic medical records systems.

Employment History

Medical Administrative Assistant at St. Luke's University Health Network, PA

May 2022 - Present

- Answered an average of 60 calls per day.
- Entered patient data and insurance information into EHR system.
- Scheduled appointments for patients.
- Processed medical claims.
- Verified patient insurance coverage.

Administrative Assistant at UPMC, PA

Sep 2017 - Apr 2022

- Answered and directed an average of 100 calls per day.
- Processed payroll for 50 employees bi-weekly.
- Created and maintained filing system for important company documents.
- Managed office supply inventory and placed orders as needed.
- Assisted with planning and execution of company events (e.g. holiday party, client appreciation event).

Certificates

Certified Medical Administrative Assistant (CMAA)

Apr 2021

Registered Medical Administrative Assistant (RMMA)

Jan 2020

Memberships

American Association of Medical Assistants

National Healthcare Association

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📍 Maple St, New Orleans, LA 70117

Education

Medical Administrative Assistant Diploma at Community College of Philadelphia

Sep 2012 - May 2017

Answering telephones, scheduling appointments, handling patient inquiries, managing medical records, and coding medical diagnoses and procedures.

Links

[linkedin.com/in/xanpavlakos](https://www.linkedin.com/in/xanpavlakos)

Skills

Medical Terminology

Medical Coding

Insurance Billing and Reimbursement

Electronic Health Records (EHRs)

Patient Scheduling

Customer Service

Languages

English

Mandarin