

Rinda Wiedman

Medical office administrator

✉ rinda.wiedman@gmail.com

☎ (723) 799-5036

📍 1724 W Division St, Chicago, IL 60622

Education

Medical office administrator: Associate degree in medical office administration or related field at University of Illinois at Urbana-Champaign

Aug 2015 - May 2019

Some skills I've learned while studying medical office administration include: scheduling appointments, managing patient records, billing and coding, and insurance reimbursement.

Links

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

Skills

Medical office administration

Medical billing and coding

Medical records management

Patient scheduling and registration

Insurance verification and authorization

Customer service

Languages

English

Russian

Profile

I am a medical office administrator with over three years of experience. I have worked in both small and large offices, and have gained a wealth of knowledge in the medical field. I am extremely organized and efficient, and thrive in fast-paced environments. I am also proficient in electronic medical billing systems

Employment History

Medical Office Administrator at Advocate Health Care, IL

May 2022 - Present

- Trained new medical office administrators, resulting in a 15% increase in productivity.
- Organized and oversaw the implementation of a new patient scheduling system, which decreased appointment wait times by 30%.
- Streamlined billing process, increasing collections by \$5,000 per month.
- Negotiated with insurance companies to get more favorable reimbursement rates for the practice.
- Created and implemented marketing campaigns that increased patient volume by 20%.
- Hired and trained front desk staff, reducing turnover by 50%.

Medical Office Assistant at Rush University Medical Center, IL

Jul 2019 - Apr 2022

- Answered approximately 50 phone calls per day.
- Scheduled approximately 30 appointments per week.
- Entered patient information and insurance data into electronic medical records system.
- Assisted in preparing examination rooms for patient visits.
- Took and recorded patients' vital signs, such as height, weight, blood pressure, temperature, etc.
- Collected urine and blood samples from patients.

Certificates

Certified Medical Office Administrator (CMOA)

Nov 2020

Certified Professional Coder (CPC)

Feb 2019

Memberships

American Association of Medical Assistants

American Medical Association