



Mei Harrington

Virtual Medical Assistant

☎ (312) 555-0123 ✉ mei.harrington@email.com

🌐 linkedin.com/in/meiharrington 📍 123 Maple Street, Chicago, IL 60614

STRENGTHS

- ♥ **Empathy**
Building relationships through attentive listening ensured patient comfort during virtual visits.
- ✂ **Problem-Solving**
Actively resolving scheduling conflicts led to greater patient satisfaction and smoother operations.
- 💬 **Communication**
Utilizing clear and compassionate communication strengthened connections with diverse patients.
- 👥 **Team Collaboration**
Stages leading training initiatives resulted in enhanced consistency within the front desk team.
- 🔄 **Adaptability**
Quickly adapting to telehealth needs demonstrated resilience in changing healthcare landscapes.

SKILLS

Patient Management EMR Systems

Appointment Scheduling

Communication Skills

Team Collaboration

Healthcare Compliance

Insurance Verification

Front Desk Operations

Customer Service

Technical Support

Conflict Resolution

Remote Communication

Multitasking Data Management

Cost Control Record Maintenance

SUMMARY

Dedicated Virtual Medical Assistant with over two years' experience supporting healthcare practices through front desk operations, including patient interaction and administrative management. Skilled in using EMR systems to maintain medical records while ensuring compliance with regulations. Strong team player focused on improving the patient experience by streamlining appointment scheduling and enhancing communication. Eager to contribute positively to a practice dedicated to home care nursing, applying skills in patient eligibility verification and handling inquiries with empathy and efficiency.

EXPERIENCE

Virtual Medical Assistant

Healthcare Solutions Inc. 📅 April 2025 - Present 📍 Remote

Currently providing essential front desk support for a virtual medical practice specializing in home care nursing. This role requires adept handling of patient interactions and operational tasks that directly impact service quality and patient trust.

- Manage patient check-in/check-out, ensuring accurate collection of co-pays and updates in EMR.
- Answer incoming patient calls, focusing on resolving inquiries rapidly and confirming appointments.
- Verify eligibilities and benefits, effectively communicating critical information regarding patient coverage.
- Streamline communication flows via Ring Central, fostering better interactions between patients and healthcare providers.
- Collaborate closely with clinical staff to expedite patient flow and enhance overall operational efficacy.
- Maintain organized scheduling records and ensure prompt modifications as needed to support team demands.

Front Desk Coordinator

Wellness Medical Group 📅 January 2024 - March 2025 📍 Remote

Supported a fast-paced telehealth practice's front desk operations, emphasizing communication and patient satisfaction in all endeavors.

- Coordinated schedules for multiple doctors while managing digital medical records accurately per HIPAA standards.
- Enhanced patient experiences by quickly addressing queries and facilitating smooth appointment adjustments.
- Led efforts to train new coordinators on EMR and effective front desk protocols, improving onboarding time.
- Verified and communicated insurance coverage details clearly, helping patients navigate their options confidently.
- Built strong rapport with patients, contributing to higher retention rates through quality support during appointments.
- Collaborated with the management team to enhance operational processes for improved service delivery.

LEADERSHIP & AWARDS

- Dean's List, City College of Chicago, 2023

EDUCATION

Associate of Applied Science in Medical Assisting

City College of Chicago 🎓 GPA: 3.5 📅 2024 📍 Chicago, IL

LANGUAGES

English

Native

MY CAREER

2.4
YEARS

● Virtual Medical Assistant at
Healthcare Solutions Inc. (1.2
Years)

● Front Desk Coordinator at
Wellness Medical Group (1.2
Years)

Coursework: Patient Care Practices, Medical Law, Office Management, Basic Human Anatomy

CERTIFICATIONS

- Certified Medical Administrative Assistant (CMAA) 📅 2025

TECHNICAL SKILLS

- **Electronic Medical Records:** Epic, Cerner, Allscripts
- **Appointment Scheduling Tools:** Ring Central, Zocdoc, Practice Fusion
- **Communication Platforms:** Slack, Zoom, Microsoft Teams
- **Insurance Verification Systems:** Availity, Navinet, Eligibly
- **Microsoft Office Suite:** Word, Excel, PowerPoint
- **Virtual Healthcare Tools:** DocuSign, Doxy.me, Acuity Scheduling
- **Compliance Training Programs:** HIPAA Training, OSHA, Bloodborne Pathogens
- **Customer Relationship Management:** Salesforce, HubSpot, Zoho
- **Task Management Tools:** Trello, Asana, Monday.com
- **Telehealth Services:** Teladoc, MD Live, Amwell

PROFESSIONAL AFFILIATIONS

- Member, American Association of Medical Assistants
- Volunteer, Local Community Health Fairs

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST