

Maxine Curry

Medical Office Manager

AREAS OF EXPERTISE

Overseeing staff
Scheduling appointments
Hiring staff
Ordering supplies
Coordinating meetings
Team meetings

PROFESSIONAL

French speaker
First Aider

PERSONAL SKILLS

High energy levels
Multitasking
Smart & well groomed
Team working

CONTACT

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Driving license: Yes
Nationality: British

PERSONAL SUMMARY

Maxine has all of the competencies necessary for the effective daily operation and general management of a medical practice. She is an expert administrator who has the ability to keep many administrative plates spinning at once. One of her key strengths is her ability to read and interpret documents such as professional journals, safety rules, operating instructions, procedure manuals, and government regulations. In her current role she is in charge of a team of 15 staff members who all work together as a tight knit group. Right now she is looking for a suitable position with a reputable company.

WORK EXPERIENCE

Company name – Location

MEDICAL OFFICE MANAGER Jun 2013 – Present

Responsible for providing assistance where necessary across the team and making sure the day-to-day operations of the office run smoothly.

Duties:

- Using efficient and cost-effective approaches to integrate technology into the workplace so as to improve work processes.
- Controlling the risk of medical identity theft.
- Handling staff grievances, evaluations and performance issues.
- Managing issues of insurance, legal support and matters of statutory compliance.
- Creating procedures for dealing with patients.
- Writing up educational material for patients.
- Developing and implementing office objectives, policies and procedures.
- Coordinating a variety of office activities.
- Arranging for office bills to be paid.
- Drafting official correspondence.
- Acting as the first port of call for all problems.
- Answering patient calls, letters and other correspondences appropriate.

Company name - Location JOB TITLE Dates (i.e. Aug 2011 – Jun 2013)

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KEY SKILLS AND COMPETENCIES

- Understanding all of the compliance requirements of a medical office.
- Extensive knowledge of medical terminology.
- Strong working knowledge of Microsoft Office, especially Excel and Outlook.
- Ensuring employees are treated in a fair and equitable manner.
- A critical thinker who can communicate effectively.

ACADEMIC QUALIFICATIONS

Nuneaton University **2008 - 2011**
BSc (Hons) Sales Management

Coventry Central College **2005 - 2008**
A levels:
Maths (A) English (B) Technology (B) Science (C)

REFERENCES – Available on request.



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