

Infinity Popielski

Medical Administrative Assistant

Profile

Dedicated Medical Administrative Assistant with 1 year of experience in providing efficient administrative support in fast-paced healthcare settings. Proficient in managing patient scheduling, maintaining accurate medical records, and ensuring smooth office operations. Demonstrated ability to foster strong patient relationships and collaborate effectively with multidisciplinary teams. Committed to enhancing patient experience and supporting healthcare providers in delivering optimal care.

Employment History

Medical Administrative Assistant at Allina Health System, MN

Mar 2023 - Present

- Successfully managed the scheduling of over 1,000 patient appointments per month, ensuring efficient patient flow and a 95% appointment adherence rate.
- Streamlined the medical records management process, resulting in a 30% reduction in document retrieval time and a 20% decrease in paperwork errors.
- Implemented a new patient registration system that improved data accuracy by 25% and reduced patient wait times by 15%.

Entry-Level Medical Administrative Assistant at HealthPartners, MN

Aug 2022 - Feb 2023

- Successfully managed the scheduling of over 300 appointments per month, ensuring optimal patient flow and reducing wait times by 15%.
- Streamlined the processing of over 200 medical records requests per month, improving response time by 20% and increasing overall patient satisfaction.
- Increased patient registration efficiency by 25% through the implementation of an improved electronic filing system, resulting in reduced administrative errors and enhanced data accuracy.
- Contributed to a 10% reduction in no-show rates by implementing an automated appointment reminder system, leading to improved patient attendance and clinic productivity.

Certificates

Certified Medical Administrative Assistant (CMAA)

Jan 2022

Certified Professional Coder (CPC)

Oct 2020

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📍 1234 Maple Street, St. Paul, MN 55101

Education

Associate of Applied Science in Medical Administrative Assisting at Anoka Technical College, Anoka, MN

Aug 2018 - May 2022

Relevant Coursework: Medical Terminology, Anatomy & Physiology, Health Information Management, Medical Coding & Billing, Medical Office Procedures, Medical Law & Ethics, Electronic Health Records, and Medical Office Management.

Links

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

Skills

Scheduling

Billing

Transcription

EMR (Electronic Medical Records)

ICD-10 Coding

HIPAA Compliance

Medical Terminology

Languages

English

Hindi