# OBJECTIVE [optional]

To be employed [full-time, part-time, casual] with a reputable, patient-focused organization, providing excellent patient care, where I can contribute to the success of the organization with my demonstrable office-administration skills

# HIGHLIGHTS OF QUALIFICATIONS [optional]

* Dedicated professional/Graduate with # [under 10 number is spelled out, then followed with 9#)] years of experience providing [your adjectives] support to organizations
* Proficient in a [your adjective] software applications, including MS Excel, Word, PowerPoint, Outlook, and Access
* [your adjective] attention to detail and proven track record in accurate data entry
* Knowledgeable of Canadian privacy and confidentially legislation for healthcare including PHIPA, PIPEDA and the Privacy Act
* [your additional points]

## EDUCATION

Office Administration – Health Services 2–year Diploma Program *Graduating month 202#*Fanshawe College

* Knowledge of **medical terminology** including prefixes, root words, suffixes, and major bodily systems
* Use of **Accuro EMR**/practice–management software, supported with an understanding of the Schedule of Benefits (SOB), working knowledge of entering accurate patient demographics, scheduling patients, uploading laboratory and other reports, OHIP and 3rd party billing, generating medical reports
* Intermediate to advanced **MS Excel** including advanced formulas, pivot tables, macros, and V/H/X/Lookups
* Intermediate knowledge of **QuickBooks** to accomplish invoicing, bill payment, journal entry, calculating HST/GST, accounts receivable and payable, profit/loss, basic payroll
* Accurate document filing – hardcopy and electronic, using various methods including alphabetical, alphanumerical, Arma rules, chronological, geographical, numerical, terminal digit
* General knowledge of patient reception, effective telephone appointment and message triage, document scanning and distribution
* Intermediate to advanced **MS Word** knowledge of medical documentation formatting and proofreading, including: curricula vitaes, letters, manuscripts, reports, proposals, from templates or original content

[Additional education formatted in a similar manner, including international accreditation here]

# EXPERIENCE

Title and then 1 tab, followed by name of organization *Month Year-Month Year*

* List your responsibilities and accomplishments

# CERTIFICATES

Title and then 1 tab, followed by name of organization *Month Year-Month Year*

* Any supporting information

# VOLUNTEER EXPERIENCE

Title and then 1 tab, followed by name of organization *Month Year-Month Year*

* List your responsibilities and accomplishments