

# Hal Feeney

## Medical Administrative Assistant

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Houston, TX

[in](#) LinkedIn

Medical Administrative Assistant excited to help a family office like Elmora Family Practice run smoothly. Strong organizational skills and a warm personality have allowed me to elevate the already great care of doctors and nurses to a higher level.

### Work Experience

#### Xero - Medical Administrative Assistant

2018 - current

Denver, CO

- Welcomed patients in a professional, courteous manner and escorted or assisted them to the exam room.
- Interviewed patients about medical history and reasons for visit in both English and Spanish to ensure expectations of care were met.
- Scheduled patient appointments and performed patient appointment notifications.
- Assisted in the maintenance of medical charts and electronic medical record (filing, op reports, test results, home care forms). Maintained logging system as required for tracking test results.
- Aided in the interviewing and hiring of another Medical Administrative Assistant, then became their mentor.
- Verified all insurance coverage of incoming patients, and walked patients through the process of getting their insurance claims re-imbursed

### Education

#### DeBakey High School for Health Professions - High School Diploma

2014 - 2018

Houston, TX

### Skills

Microsoft Office (Word, PowerPoint, Excel), Spanish (bilingual), Understanding of OSHA and HIPAA regulations

### Certifications

- CPR and First Aid (ARC), 2019

### Activities

- President, DeBakey High School Spanish Club
- New York Marathon Finisher, 2019
- Creator and Co-host, All the Reasons Why podcast