
CERTIFIED MEDICAL ASSISTANT RESUME

Objective:

To obtain the Certified Medical Assistant position and utilize my experience and skills for the successful completion of each job task.

Summary of Skills:

- Certified Medical Assistant with experience in medical office and pediatric inpatient setting
- Outstanding knowledge in troubleshooting breakdowns as well as using a stethoscope, computer, scanner, printer, telephone, fax and copier
- Excellent customer service and communication skills for interfacing with patients, staff and outside vendors
- Sound ability to take blood test, inject and immunize patients as required
- Amazing ability to prioritize multi-task work
- Ability to lift up 20 pounds
- Uncommon ability of providing a satisfying, optimistic and supportive teamwork environment
- Excellent communication and telephone skills

Work Experience:

Certified Medical Assistant, August 2005 to till date
Hunterdon Endocrinology & Diabetes Assoc, Goffstown, NH

- Obtained insurance information, referrals, precertification for testing and medications.
- Tracked patient information, lab data and entered into electronic medical record.
- Prepared patients for the health care visit.
- Undertook recording of vital signs.
- Maintained examining room between patients, exam room supplies, and equipment.
- Verified patient information, new medications and allergies
- Educated patients by providing medication and diet information.
- Performed preventive maintenance.

Certified Medical Assistant, May 2000 to July 2005
Lexington Medical Center, Goffstown, NH

- Gathered and documented patient information related to vital signs as noticed.
- Assisted with phone calls and messages and documented all calls.
- Participated in the monitoring of patients with chronic disease and extended care benefits.
- Served as associate of interdisciplinary committee to facilitate care.
- Provided assistance to RN with the coordination and completion of patient care plan.

Education:

Bachelor's Degree in Medical Assistant, Northeastern University, Boston, MA

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