
FRONT OFFICE MEDICAL ASSISTANT RESUME

Objective:

Seeking the Front Office Medical Assistant position where I can apply my experience and efficiently contribute to the company's growth.

Summary of Skills:

- Wide knowledge of clinical procedures, medical anatomy and physiology
 - Familiarity with occupational medicine requirements
 - Profound procedural skills such as blood draws, EKG/PFT testing
 - Operational knowledge of X-rays
 - Ability to speak clearly and effectively in a variety of settings
 - Ability to use tact and diplomacy appropriate to situation
 - Ability to maintain working relationship with all levels of colleagues
-

Work Experience:

Front Office Medical Assistant
Workarena Inc., Wayne, NJ
August 2005 to till date

- Coordinated practice inquiries, scheduling appointments, answering telephone, greeted patients.
- Prepared patient charts for new and existing patients.
- Assisted with the insurance verification and treatment authorizations processes.
- Performed collection of co-pays, co-insurance and deductibles from current and previous visits.
- Prepared, assisted and accurately completed all forms.

Front Office Medical Assistant
Concentra Inc., Wayne, NJ
May 2000 to July 2005

- Dispensed medications and appliances within scope of practice.
 - Maintained supplies, cleans rooms and equipment, and stocks rooms with required supplies.
 - Performed drug screen collections for both DOT and Non-DOT drug screens.
 - Ensured preparation for pick-up and shipment to appropriate laboratory.
 - Performed X-Rays with appropriate certification and licensing.
-

Education:

Associate Degree in Public Relations
Philadelphia University, Philadelphia, PA

[Build your Resume Now](#)