
MEDICAL OFFICE ASSISTANT RESUME

Objective:

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

Summary of Skills:

- Flexible in scheduling to meet the needs of the patient, physician and practice sites.
- Skilled at answering phones, scheduling appointments, filing, insurance verification, mail distribution
- In-depth knowledge of office and laboratory procedures
- Wide knowledge of nursing procedures and patient responses
- Ability to document pertinent patient information

Work Experience:

Medical Office Assistant
UnitedHealth Group, Louisville, KY
August 2005 to till date

- Assisted medical personnel with procedures and diagnostic exams.
- Applied principles of aseptic technique and infection control per directions.
- Prepared and administered medications as directed by physician.
- Followed established guidelines and maintained patient confidentiality.

Medical Office Assistant
Tenet Healthcare, Louisville, KY
May 2000 to July 2005

- Prepared and positioned patients for procedures..
- Observed patient condition for reactions during and after procedures.
- Completed laboratory, radiology requisitions and specialized test forms.
- Performed finger sticks to obtain blood samples.
- Prepared specimens and specimens for lab analysis.

Education:

Associate Degree in Medical Assisting
University of Utah, Salt Lake City, UT

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