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# MEDICAL SUPPORT ASSISTANT RESUME

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## Objective:

To obtain the position as Medical Support Assistant to ensure the smooth and conflicts free function

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## Summary of Skills:

- Profound knowledge of medical terminology
  - Ability to gather-analyze and evaluate information
  - Ability to read, understand, and apply references and materials
  - Ability to contact patients to remind them of upcoming appointments
  - Ability to maintain exemplary public relations and patient confidentiality
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## Work Experience:

Medical Support Assistant  
Army Medical Command, Boxboro, MA  
August 2005 to till date

- Performed handling mail, mailing patient appointment letters, filing and making copies.
- Determined the nature of the patient's medical care needs and acted accordingly.
- Obtained all key information needed and initiated medical administrative processing.
- Scheduled patient appointments.
- Prepared check in/check out, follow-up appointments, labs and other routine exams.

Medical Support Assistant  
Poplar Health Center, Boxboro, MA  
May 2000 to July 2005

- Scheduled appointments, obtained reports, made telephone contacts.
  - Obtained & maintained medical records.
  - Retrieved pertinent patient data for clinicians.
  - Facilitated printing electronic files containing sensitive information.
  - Assured continuity of workflow and ensured that the needs of customers are met.
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## Education:

Associate Degree in Medical Assisting  
George Washington University, Washington, DC

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