

Abigail Clinton

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Certified medical assistant with more than 8 years of experience as a clinician and administrative support staff member. Collaborates with multidisciplinary teams to deliver high-quality care to diverse patient populations, including both geriatric and pediatric patients. Extensive experience with EHR and scheduling software.

Education

Associate of Applied Science – Medical Assistance

Detroit Community College, Detroit, MI
September 2009-June 2011

Key Skills

- Multiline telephone systems
- EMR software
- Billing and coding systems for ICD-10-CM
- Blood draw and sample collection
- Building patient rapport
- Collecting complete medical history
- Typing speed: 70 WPM

Licenses & Certification

- Certified Medical Assistant (CMA)
- Registered Phlebotomy Tech (RPT)
- Certified in First Aid and CPR

Professional Experience

Certified Medical Assistant

HJ Family Clinic, Columbus, OH | August 2015-Present

- Schedule patient appointments and manage calendars for busy medical office, booking more than 250 appointments daily
- Handle basic billing and coding tasks for standard office procedures, streamlining billing efforts and reducing turnaround on payments by an average six days
- Update patient medical records in accordance with HIPAA regulations, keeping changes confidential and need to know

Certified Medical Assistant

XYZ Medical Office, Columbus, OH | March 2011-July 2015

- Managed front office staff for a medical practice that had five full-time physicians on staff
- Ensured exam rooms met or exceeded OSHA standards for health and safety while also cleaning and preparing exam instruments
- Collected lab samples of blood and urine as ordered and submitted labeled samples for testing