

Abigail Clinton
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Profile

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.

Professional Experience

Certified Medical Assistant, HIJ 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

Education

Associate of Applied Science – Medical Assistance

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

Licenses & Certification

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

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