

Robert Smith

Associate/Senior Medical Assistant

PERSONAL STATEMENT

Seeking a career opportunity as an office administrator/assistant that utilizes office clerical skills, education backgrounds and experiences in customer service.

WORK EXPERIENCE

Associate/Senior Medical Assistant

ABC Corporation - February 2015 - November 2015

Responsibilities:

- Reported to clinical coordinator or practice administrator.
- Performed nursing procedures under supervision of physician or physician assistant.
- Assisted physician and physician assistant in exam rooms.
- Escorted patients to exam rooms, interviews patients, measure vital signs, including weight, blood pressure, pulse, temperature, and document all information in patients chart.
- Ensured all related reports, labs and information is filed is available in patients medical records prior to their appointment.
- Triageed and processed messages from patients and front office staff to physicians and physician assistants.
- Reviewed patients results, updated pathology records and scheduling of procedures (Medisoft).

Senior Medical Assistant

Delta Corporation - 2011 - 2015

Responsibilities:

- Patient care; assist Provider; perform lab procedures; phlebotomy; run and calibrate lab equipment; nutrition consultation; order and maintain .
- All front desk duties including but not limited to Front desk manager when necessary, Answering a 4+switchboard, collecting co-payments, posting .
- Chosen as one of a select few to have undergone extensive training in order to implement the new electronic charting system.
- Continuously, meet and exceeded the standards to provide excellent phlebotomy skills, proficient with all age groups.
- Actively participated in development and implementation of individual treatment plans for patients with a variety of health issues.
- Ensured that doctors orders were effectively carried out, including testing, medical procedures, consultations and stat orders.
- Screened patients and maintained smooth and orderly flow of the office
Performed basic medical procedures, including but not limited to, vital signs, .

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Microsoft Office Word,
EMR, Trilingual, Medical
Terminology.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company
Name)
Reference - 2 (Company
Name)

Education

Associate - (East Los Angeles City College - East Los Angeles, CA)