

Ger Mai Xiong
609 Cimarron
Lake Elmo, Minnesota 55042
Germaixiong@gmail.com 651-263-3136

EDUCATION **Minneapolis Business College**, Roseville, Minnesota
Associate in Applied Science Degree – Medical Assistant, October 2012
GPA 4.0

CERTIFICATION BLS Certification; Personal Care Assistant Certification

AREAS OF STUDY	Anatomy and Physiology	Medical Office Systems
	Pharmacology	Medical Terminology
	Medical Administrative Procedures	Business Communications
	Medical Clinical Procedures	Ethics
	Medical Insurance	Professional Development
	Medical Laboratory Procedures	Supervision

SKILLS	Billing, Coding, and Insurance	Prescription Protocol
	Electronic Medical Records	Specimen Collection
	Injections / Phlebotomy	Spirometry / EKG
	Laboratory Testing	Vitals / Charting
	Medical Asepsis	Bilingual: Hmong
	Medical Transcription	Keyboarding: 45 WPM
	EPIC System	Office Mate System

EXTERNSHIP
April to
June 2012

Integrated Health Services, St. Paul, Minnesota
Greeted and roomed patients; performed ultrasounds and other chiropractic treatments; prepared patients and rooms; managed and organized medical files; assisted with billing; responsible for scheduling and reminders; light marketing; and maintained a healthy and clean clinic environment.

EXPERIENCE
November 2014 to
Present

Strategic Practice Management Inc./Woodbury Eye Care Clinic,
Woodbury, Minnesota
Patient Insurance Coordinator
Worked with health insurance to get accurate health benefits; examine claims and work with insurance carriers to ensure proper payment on claims; work on electronic claim denials and appeals; bill exams and any medical services to insurance; make collection phone calls to patients; prepare monthly statements in timely manner; filing claims off to third party, and applying payments to claims from insurance remits.

April 2013 to
Present

People Diversified Home Care, Saint Paul, Minnesota
Patient Care Assistant
Assisting patient with occupational therapy; light house cleaning; give medications and follow doctors orders; give patient baths and help with positioning; maintain a safe and clean home environment.

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February 2013 to
2014

Memorial Blood Center, Saint Paul, Minnesota

Collections Specialist - Phlebotomist

Greet and register patients; room take vitals; screen and qualify donors;
draw and collect samples from donors; quality control supplies;
maintain clean and safe environment; setup and take down drives.

August 2010 to
June 2011

McDonald's, White Bear, Minnesota

Crew Member – Cashier

Greeted customers; took accurate orders; handled sales transactions, up
to \$2,000 per shift; restocked supplies; and organized station.

HONORS

Honors Cord, Como Park High School, May 2011

Don Norqual Senior Technical Scholarship Award (\$3,000),

Como Park High School, May 2011