Amber Smith

Tucson, AZ 85730 | (520) 551-9897 | Amber.r.smith21@gmail.com

Professional Summary

Highly motivated and detail-oriented Certified Medical Assistant with experience in both back office and front office operations. Proficient in MS Office suite, medical terminology, and patient care. Skilled in effective communication, team building, and problem-solving. Seeking to leverage my skills and experience in a challenging role within the medical field.

Professional Experience

Medical Assistant

MFM OBGYN, Tucson, AZ |December 2024- June 2025

-Perform Back-office duties including rooming patients, taking vitals, and obtaining patient intakes.

-Perform NST (Non-Stress Test) on pregnant women.

-Manage patient charts, medication requests, and referrals

- Submit authorizations

-Schedule patient appointments

- Assist with work tasks and patient follow-up calls.

Medical Assistant

Tucson Orthopaedic Institute, Tucson, AZ | August 2023 – December 2024

- Perform back-office duties including rooming patients, taking vitals, and wound care

- Prepare and administer injections under physician supervision

- Manage patient charting, medication requests, and referrals

- Schedule appointments and handle patient check-in/check-out processes

- Assist with work releases and patient follow-up calls

Medical Assistant

Agave Surgical Associates, Tucson, AZ | February 2022 - July 2023

- Conducted both back office and front office responsibilities

- Performed patient care duties including wound care and vitals assessment

- Managed insurance verifications, prior authorizations, and medical records

- Handled patient inquiries, appointment scheduling, and reminders

- Processed copayments and assisted with billing procedures

Medical Front Desk Receptionist

Dr. James R. Boyed, Tucson, AZ | September 2021 - January 2022

- Managed patient check-in/check-out processes and copayment collection

- Verified insurance coverage and prepared medical charts for appointments

- Coordinated medication requests and referrals

- Provided excellent customer service through phone and in-person interactions

Audiology Technician

Mednax, Tucson, AZ | September 2020 - September 2021

- Assisted in patient care and conducted hearing exams

- Compiled reports and updated patient hospital database

- Performed administrative and clerical duties in support of patient care

Education

Bachelor of Science in Business Administration (In Progress)

Grand Canyon University | Expected Graduation: 2029

Medical Assisting Program

Carrington College

Certificate of Completion - Administration Assistant, Billing, and Coding

ABTU

Certifications

- Certified Medical Assistant

- BLS, CPR, and AED Certified

Skills

- Medical terminology

- Patient care

- Insurance verification

- Electronic health records (EHR)

- MS Office Suite

- Typing speed: 50 WPM