



Lily Evans

Certified Medical Assistant

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7 years of experience as a Medical Administrative Assistant in an established health care center.

Utilized administrative know-how and clinical experience to bolster patient satisfaction.

EXPERIENCE

2008 to
Present

Little Flowers Care Center

Medical Assistant

Serving as a full-time medical assistant to a 3-member paediatricians' group for a busy child (aged 2-15 years) care practice. Also, taking care of inventory and clinical coordination, ensuring optimal patient care and smooth operation on a day-to-day basis.

Key Contributions

- Provided excellent fiscal duties in the absence of the administrator-in-chief.
- Efficiently handled administrative duties (e.g., answering calls, handling appointments, taking care of medical records, patient processing, billing and bookkeeping).
- Closely monitored and maintained the cleanliness, hygiene and maintenance of all facilities and equipment.
- Implemented quality control measures ensuring HIPAA, CLIA and OSHA regulatory compliance.
- Efficiently managed emergency situations and averted possible glitches under such circumstances, adding a personal, caring touch that eases the anxiety of patients.
- Also, extensively trained in obtaining laboratory samples and completing paperwork. Administered medication and injection shots under supervision.

EDUCATION

May, 2008 to
July, 2008

Star Career Academy

Certified Medical Reimbursement Specialist (CMRS) certification

Key Course Highlights

- Medical billing and coding
- Insurance procedures