

**BARBARA J. CLARK**  
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### SUMMARY

Outgoing, knowledgeable, and dependable hardworking medical professional with twenty plus years of experience in a team-centric atmosphere. Strong communication, problem solving, and organizational skills.

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### RELEVANT EDUCATION

Career Institute of American International College, Springfield Ma	2009
Medical Professional Masters Certificate	
Hospice Volunteer Training: Spectrum Hospice and Home Services	2010
CCMA Certified, CPT Certified, CET Certified, CBCS Certified	2009

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### MEDICAL PROFESSIONAL SKILLS

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| <ul style="list-style-type: none"><li>• Vital Signs</li><li>• Medical Instruments</li><li>• Blood Pressure</li><li>• Sterilization and Injection Techniques</li><li>• Chemistry Testing</li><li>• Venipuncture</li><li>• Specimen Collection</li><li>• First Aid</li><li>• Urinalysis</li><li>• Throat Cultures</li><li>• EKG</li></ul> | <ul style="list-style-type: none"><li>• Medical Terminology</li><li>• Medisoft</li><li>• Appointment Scheduling</li><li>• CPT-Surgical Coding</li><li>• CPT- Non-surgical Coding</li><li>• ICD-9 Coding</li><li>• Medical Billing Procedures</li><li>• Medical Insurance Claims</li><li>• HIPAA Knowledge</li><li>• Medical Administrative Procedures</li></ul> |
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### PROFESSIONAL EXPERIENCE

**EXTERNSHIP** Western Mass Physician's Associates 2010

- Responsible for recording vital signs and patient information for medical charts
- Prepared patients for exams including physicals and pap smears
- Performed A1C blood tests, urinalysis, throat cultures, EKG's
- Administered injections including H1N1, B12, TDAP, PPD for Tuberculosis
- Maintained medical charts and filing systems for front office and daily appointments

**JGS Family Medical Care** July, 2010- Present

- Responsible for recording vital signs and patient information for charts.
- Perform EKG's
- Prepare patients for exams
- Perform INR blood tests
- Maintain medical charts

**Dr William Garrity Osteopathic and Family Medical Care** July, 2010- Present

- Responsible for recording vital signs and patient information for charts.
- Answer phones and book appointments
- Maintain medical charts

**Coldwell Banker Residential Brokerage, Longmeadow, MA** 1997 – February 2010

### CERTIFIED SALES ASSOCIATE

- Manage all aspects of real estate transactions. A "Top Producer" serving diverse clientele throughout Western Massachusetts.

### ADDITIONAL SKILLS and CERTIFICATIONS

CPR Certified- American Heart Association, 2009  
Computer Skills: MS Word, MS Excel, MS Outlook, Internet