# Kimberly A Day

4 Main Street

Monson, MA 01057

(413)636-7136

**Objective:** To obtain a Medical Assistant position that will promote utilizing administrative and clinical skills in a pleasant work environment that allows personal and professional growth.

**Administrative Duties:**

* Registration: excellent Customer Service, including Insurance Verification, Collecting co-payments
* Prior Authorizations for Medical Services, Medications, Diagnostic Procedures, Referrals
* Scheduling Patients future follow-up appointments, physicals, Specialist Appointments
* MMIS, NEHEN, MEDITECH, Medical Reconciliation, Virtual Gateway applications
* Documentation of specialist notes, medications, patient calls
* Ordering and organizing office and/or medical supplies

**Clinical Duties:**

* Patient Care: Phlebotomy, EKG’s, vital signs, rapid strep cultures, urine analysis, HGB’s, spirometry
* Room care: cleaning, stocking, maintenance and safety of medical equipment
* Quality controls for UA’s, Hem occult cards, Hemoccue, refrigerator logs
* Provide knowledge and external resource information for parents
* Assist physician as directed to provide efficient patient care

**Work Experience:**

Wing Medical Center (Monson, MA) June 2006- March 2011

**Certified Medical Assistant**

Branford Hall Career Institute (Springfield, MA) November 2004- June 2006

**Teacher/Career Development Advisor/ Laboratory Assistant**

**Education:**

Branford Hall Career Institute (Springfield, MA) March 2004- November 2004

**Medical Assistant Certificate Completion**

Springfield Technical Community College (Springfield, MA) September 1999- March 2003

**A.S. Myofascial Massage Therapy Received 2001**

**Nursing Degree Classes, not completed**

Becker College (Worcester, MA) September 1997- June 1999

**A.S. Occupational Therapy Assistant Received 1999**

**Certifications:**

PEARS

CPR/AED

CMA

References accessible upon request