**Carrie L. Fornal**

13 Lanz Lane ∞ Ellington, CT 06029

Cell: 860-471-9807 ∞ Email: [carrielfornal@gmail.com](mailto:carrielfornal@gmail.com)

**CAREER OBJECTIVE**

*A Medical Assisting position where my extensive clinical and administrative training will contribute to the efficiency and growth of the organization.*

**EDUCATION/TRAINING**

**PORTER AND CHESTER INSTITUE;** Enfield, CT 10-2010-8-2011

***Medical Assistant Certification:***

* Medical Terminology
* CLIA Waived Testing
* Medical Surgical Asepsis
* EKG’s/Vitals/Urinalysis
* Law and Ethics
* Medical Accounting
* Human Relations
* Phlebotomy
* Assist with HPE
* Billing and Coding
* Minor Surgery
* Sterilization

Lab Equipment: Hematocrit, Glucometers, Centrifuge, Spirometer, CliniteK

**Amarillo High School:** Amarillo, TX 6/1991

**Eastern Connecticut State University:** Willimantic, CT 1996-1998

**CERTIFICATIONS**

*CPR Certified Healthcare – American Heart Association December 2010*

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***Eye Care Advisor*** 12/2008-10/2010

**Lenscrafters** Vernon, CT

* Assisted customers with transactions while maintaining excellent customer service.
* Opened and closed registers with accurate balances.
* Answered incoming calls and scheduled appointments including setting up online scheduling system.
* Checked in patients, patient intake and insurance verification.
* Responsible for training new associates, filing, claims, and organization of office.

***Billing Specialist*** 12/2008-10/2010

**Oculus, LLC**

* Submitted insurance claims both electronically and manually.
* Tracked patient balances, sent out billing notices, placed patients in collections.
* Familiar with coding and many aspects of optometric diseases.
* Called in RX’s and made sure opthalmologic tests were followed though.

***Externship (180 hours)*** 6/2011-8-2011

**Enfield Eye Care Associates** Enfield, CT

* Assisted and worked alone with OCT’s, Visual Fields, Corneal Topography, GDX, R’s and K’s, Visual Skills, Charting, and the Retinal Camera.

**Contact/Trainer: Leah Hurst** (860)749-0757

***References Available upon Request***