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| stethoscope2Morgan Silva | 48 Norwich Lane. ⦁ East Hartford, CT 06118 ⦁ 860-882-2412  ⦁ msilva521@live.com |

Certified Medical Assistant

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| CMA with experience in a Neurosurgeon medical practice and additional healthcare experience in an Internal Medicine practice. Known for dedication to providing premium patient care. Skills include:   |  |  |  | | --- | --- | --- | | — Medical Office Management  — CPT & ICD 9 Coding  — Medical Records Management  — Patient Scheduling | — Bookkeeping & Filing  — Data Entry (55 WPM)  — Taking Patient Vitals  — Blood Draws | — EKG Testing  — Urine Analysis  — Patient Education  — OSHA & HIPAA Knowledge | |

Education

Certified Medical Assistant (CMA), August 2010-Present

Associates Degree Medical Assistant Goodwin College 2009

Certified in First Aid & CPR, 2009-Present

High School Diploma, East Hartford High School, East Hartford, CT 06118

Professional Experience

Central Connecticut Neurosurgery & Spine — New Britain, CT 06052

Certified Medical Assistant, January 2010-Present

Serve as a key member of an interdisciplinary healthcare team for a busy Neurosurgeon practice. Assist two MDs as well as PA and RN team in ensuring optimal patient care and smooth daily functioning of office. Key Results:

* Consistently praised for efficient handling of administrative duties (e.g., answering phones, scheduling appointments, maintaining medical records, patient processing, scanning, scheduling surgical and diagnostic procedures) that allowed doctors and nursing staff to focus on the health concerns of their patients.
* Demonstrated proficiency in taking patient medical histories and vital signs, as well as in performing urine analysis to help deter the abuse of certain medications, knowledge of SSIMED and AllScripts EHR
* Ensured the cleanliness, sanitation and maintenance of all facilities, exam rooms and equipment.
* Helped implement practice’s quality assurance and control program. Efforts ensured compliance with HIPAA, CLIA and OSHA regulations; improved patient care and satisfaction
* Reacted calmly and effectively in emergency situations, and added the personal, caring touch that immediately put patients at ease.
* Managed legal files (i.e. workers compensation, motor vehicle accidents and/or personal injuries). Worked closely with the MD to fill legal obligations such as disability ratings and court hearing paperwork.

Nadeem Behjet, M.D. — Bristol, CT

Medical Assistant, November 2009-January 2010

* Ensured patients were prepared for MDs exam, recorded vital signs and chief complaint; assist with small office procedures when needed
* Performed Blood draws, Urine Analysis, EKGs, Flu/Strep Tests and prepared vaccine syringes
* Answered phones, confirmed patient appointments and filed patient paperwork