**Carolann Melanson**

**29 Old Orchard Road**

**Bristol, CT 06010**

**860-584-8270**

**203-217-1357**

**OBJECTIVE**

A Medical Assistant position that will enable the use of my skills and provide opportunities for a career and advancement.

**QUALIFICATIONS**

A twelve month program plus 240 hours of externship in Clinical and Administrative Medical Assisting Technology with hands on application stressed.

**EDUCATION**

1/96 PORTER AND CHESTER

Diploma-Medical Assistant

Registered Medical Assistant with American Medical Technologist

**CLINICAL**: Medical Terminology, Phlebotomy, Lab procedures, diagnostic testing, Infectious control,CPR, First Aid, Anatomy, Medical Asepsis, assist with minor surgery, EKG, instrument and surgical procedures, patient prep, pharmacology, prescription procedures, specimen collection.

**ADMINISTRATION**: computer basics, keyboarding, billing and accounting procedures, office management, medical ethics, diseases, medical software, office equipment, information processing, Medical Transcription, business communications, appointment scheduling, outside services, medical records, insurance billing and collection.

6/90 CROSBY HIGH SCHOOL

Diploma-Business Courses

Bookkeeping, typing, office technology, computers 1, business English, business law and general business math

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**EMPLOYMENT**

5/99 NORTHEAST ORTHOPEDIC AND HAND SURGERY

1/11 Medical Assistant: patient care, cast application and removal, suture/staple removal, specimen collection, surgical procedure scheduling, assist with minor surgeries, schedule appointments, diagnostic testing, surgical pre-certification, patient call backs.

1/96 FAMILY WALK-IN MEDICAL CENTER

4/96 Externship: Medical Assistant

Greet patients, vital signs, phlebotomy, strep and mono testing, EKG, cholesterol, glucose and hemoglobin testing, front desk, filing, answering phones.

4/98 THE HARTFORD INSURANCE COMPANY

5/99 sales support unit

Offer auto quotes to AARP members by mail, data entry, and very little phone contact.