

JOSEPH CORBIN

123 Carpenter Street, Philadelphia, PA 12345
josephcorbin@example.com
(123) 456-7890
[Linked In](#) | [Portfolio](#)

A Certified Medical Assistant with two years of experience delivering exceptional patient care in acute care environments. Adept at collaborating with registered nurses, physicians, and administrative teams to improve clinical operations and efficiency.

PROFESSIONAL EXPERIENCE

MEDICAL ASSISTANT

West Chester Pediatrics, West Chester, PA | October 2022 - Present

- ◆ Schedule all patient appointments for a high-volume pediatrics office with six full-time physicians and two nurse practitioners, amounting to up to 40 appointments per day
- ◆ Interface effectively with diverse patient populations, communicate with empathy and understanding, and contribute to a 95% patient satisfaction rating for the practice
- Obtain patient vitals, including blood pressure, temperature, and diagnostic information, and maintain medical records using EHR software

MEDICAL ASSISTANT

Medical Offices of Simmons and Cohen, Philadelphia, PA | May 2021 - October 2022

- ◆ Managed patient appointments and scheduling for a physician's office with over 120 active patients, which included maintaining electronic medical records
- Collected patient insurance information and authorized services, provided information on co-pays to new patients, and interfaced with insurance agencies to resolve issues

EDUCATION

ASSOCIATE OF APPLIED SCIENCE (A.S.S.) MEDICAL ASSISTANCE

Temple University, Philadelphia, PA | September 2019 - May 2021

KEY SKILLS

- ◆ Patient Relations
- ◆ Calendar Management
- ◆ Appointment Scheduling
- ◆ Healthcare Support
- ◆ Office Management

CERTIFICATIONS

- Certified Medical Assistant, American Association of Medical Assistants, 2021