

## **Ambryce Coleman**

785 Jadewood Drive

Dallas, TX 75232

(214) 713-5484

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### **PROFESSIONAL SUMMARY**

Dependable Medical Assistant capable of working efficiently in a fast paced environment and learning quickly in order to provide excellent service to patients and work hard for a doctor to expedite patient visits while maintaining a friendly and caring demeanor.

### **HIGHLIGHTS OF QUALIFICATIONS & SKILLS**

Medical Terminology	Limited X-Ray	HCT/HGB
Anatomy & Physiology	Injections	Microsoft Word
Instrument Sterilization	Urinalysis	Keyboard (35 wpm)
Phlebotomy	WBC/RBC	MediSoft
Vital Signs	Pharmacology	Customer Service
Taking EKGs	Casting	
ICD and CPT Codes	Minor surgery	

### **CERTIFICATIONS AND EDUCATION**

Concorde Career College – Grand Prairie, Texas

Graduate

Accredited Medical Assistant Program

- NRCMA Certification (Passed exam 3/22/18; waiting to receive Certification via mail)
- CPR Certified
- HIPAA Certified

Externship:

Dr. Olubayo A. Idowu M.D.

2/2018 – 5/2018

Medical Assistant (Successfully completed 216 Hours)

- Greeted incoming patients
- Checked patients in/out
- Scheduled appointments
- Verified insurance
- Accepted insurance co-pays
- Scanned patient information into system
- EMR
- Entered and updated patient information
- Roomed patients
- Vitals
- Glucose check
- Triage patients
- Chief complaints
- Urinalysis
- EKGs
- Injections
- UDS – drug testing
- Allergy testing
- Cleaned and restocked exam rooms between patient visits

## PROFESSIONAL EXPERIENCE

### Armed Security- Dallas, Texas

1/2017 - Present

- Carried a weapon while on post
- Patroled dart rail train station
- Writing Daily activity reports and incident reports on a daily basis or as needed

Digital Badges:



Click here to see more badges: <https://wonderlic.credly.com/members/ambrycecoleman>