**ANDRECIA HOWARD**

**2512 E. OVERTON RD.**

**DALLAS, TX 75216**

**469-288-4990**

**Objective**

To obtain a position as a Medical Assistant that will utilize training, education, and experience to allow

Further growth and development as a Medical Administrative Professional.

**Education**

PCI Health Training Center - Dallas, TX. August 2008

**Summary of Qualifications**

Good working knowledge of E-Prescribing, Insurance Billing and Coding

Good working knowledge of Medical Ethics, Charting, ICD9/CPT, and Next Gen & EMR

Proficiency with MS Office; Microsoft Word, Excel

Excellent written and verbal communication skills

Highly organized and strong attention to detail

Ability to multi-task and track multiple projects simultaneously

Great customer service skills

Ability to conduct basic secretarial task such as filing, faxing, appointment setting, etc.

**Clinical Training**

Phlebotomy

Blood Borne Pathogens

First Aid

Strep testing

Microscopic Testing

GLP

OSHA regulations

Mayo Stand

Urine Analysis

Autoclave

Vital Signs

Medical Asepsis

Venipuncture

Injections

ECG

**Certifications**

lATA Sat T Pak (Shipping of Infectious Substances)

CPR/ AED certified

**Work Experience**

**Supportive Home Living Aid/ Respite Tech**

Berry Family Services

Medical Assistant

•Consumer Care

•Consumer Medication

• Consumer Transportation

•Consumer Management

**Medical Assistant**

South Dallas Community medical center

•Triage Patients

•Phlebotomy

•Patient Charting

•Verify Medical Coverage

•Vaccination

**Legal Assistant**

Law Office of Bridges & Frye. - Dallas, Texas

• Legal discovery

• Answering multi-line phone system

• Maintained professional customer relations

• Case logging and filing

• Account maintenance

• Maintained professional customer relations

**Clinical Externship**

Dr. Darrell Thigpen Internal Medicine September 2008- November 2008

**References**

All References and Letters of Recommendations are available on