SUMMARY

**P**ROFESSIONAL

SKILLS

WORK HISTORY

08/2016 to Current

07/2015 to 09/2016

06/2016 to 09/2016

06/2015 to 07/2015

**MICHAEL R. BROWN**

Cell: 214-403-1343 - MICHAEL.RBROWN@YAHOO.COM

Highly trained Individual with strong clinical abilities and a successful career in both  
Hospital and Medical office facilities. Proactive and organized with passionate  
commitment to first-rate patient care.

Administrative Laboratory  
Medical Terminology Pharmacology  
Clinical Anatomy & Physiology  
Microsoft Word

Emergency Department (Registration Representative)

University of Texas Southwestern Medical Center – Dallas, TX

Proper Use of EPIC Medical Soft wear.  
Worked directly with Emergency Department, Intensive Care Unit, and Labor &  
Deliver to achieve proper Patient Registration.  
Arrange Hospital Admission.  
Maintains safe, secure, and healthy work environment by establishing and  
following standards and procedures; complying with legal regulations.

Medical Assistant (Front & Back Office)

Star Medical Group – The Colony, TX

Collected all pertinent data and calculations to aid the physician in interpreting  
results.  
Insurance Verification.  
Authorize Rx Refills.  
Proper use of Lab Equipment.  
Processed monthly reports for department performance.  
Instructed patients and family members on proper discharge care.

Observation Unit (Volunteer)

Methodist Charlton Medical Center – Dallas, TX

Assist Nurse with Daily Shift Duties.  
Stock Medical Storage.  
Maintain Reception Desk Duties.

Medical Assistant (Externship)

EDUCATION

Jul 2015

Jun 2011

Imur Family Medical – Dallas, TX

Utilized Practice Fusion Electronic Medical Record Soft wear  
Laboratories Duty.  
Obtain Referrals  
Insurance Collections

Medical Assistant: Medical

Sanford-Brown College - Dallas

Associate of Applied Science: General Studies

Tyler Junior College - Tyler, TX