

Holly Young

Certified Medical Assistant

Austin, TX | 233-555-0145 | hyoung@email.com

Summary

Compassionate, detail-oriented Certified Medical Assistant with more than three years of experience compiling patient charts and medical information, processing insurance payments and overseeing general office operations such as scheduling and answering phones.

Education

[Coral Springs University](#)

Healthcare Management/Medical Assisting

Experience

[Cloud Clearwater, Certified Medical Assistant](#)

[Jul 2020 – Current](#)

- Greets patients and escorts them to examination rooms
- Schedules patients for initial appointments and follow-up procedures
- Files electronic and paper medical records and billing documents in accordance with HIPAA
- Operates medical computer software to update patient charts containing medical history and contact information

[River Tech, Patient Technician](#)

[Aug 2017- Jul 2019](#)

- Maintained a working knowledge of general procedures such as taking vitals and administering injections
- Verbally explained procedures and courses of treatment to patients to ensure complete comprehension and comfort
- Maintained medical inventory and ensured the proper sterilization and storage of surgical tools and supplies, which resulted in a 12% reduction in cleaning time

Certifications

- Certified Phlebotomist

Skills

- EMR
- Data entry