

STUDENT SAMPLE

CERTIFIED CLINICAL MEDICAL ASSISTANT GRADUATE

Compassionate and responsible Medical Assistant Graduate with hands on academic training combined with medical office experience. Dedicated to providing the highest quality patient care and uphold patient confidentiality as required by HIPAA and medical facility. Exceptional patient care skills and strong command of basic medical terminology, procedures, and practice. Detailed and organized with strong communication skills. Respectful of diverse cultures and populations. Calm under pressure in high stress environments.

CORE COMPETENCIES

- Medical Terminology
- Records Management
- Blood Draws/Injections
- Insurance Management
- Patient Confidentiality
- Medical Billing/Coding
- Exam Room Set Up
- Synapse/Royal Software
- Infection Control
- Taking Patient Vitals
- Patient Assessment
- MS Word/Google Docs

EDUCATION & PROFESSIONAL DEVELOPMENT

Certificates in CCMA, Phlebotomy, EKG and BLS

XXXXXXXXX Community College, Long Island City, NY (March – August 2022)

Coursework

CCMA Orientation ▪ CPR/First Aid ▪ EKG Technician ▪ Phlebotomy ▪ CCMA Procedures

Esthetics License – Chemical Peel ▪ Laser Hair Removal ▪ Microdermabrasion

XXXXXXXXXX of Esthetics and Makeup, New York, NY (March 2020 – January 2021)

Associates Degree, Psychology; GPA: 3.5

XXXXXXXXX Community College, Long Island City, NY (September 2017 – July 2019)

PROFESSIONAL EXPERIENCE

XXXXXXXXX Radiology, Glendale, NY

Front Desk (December 2019 – Current)

- Greet/check in patients, and collect personal, medical, and insurance information.
- Schedule, reschedule, and verify patient appointments. Coordinate physician schedules and maintain patient flow by communicating patient arrivals or delays.
- Assist patients with completion of questionnaires and prepare exam rooms.
- Maintain ongoing communications with doctors, insurance companies, and patients. Verify prescription authorizations with insurance companies.
- Use Synapse software to manage appointments and Royal software for insurance information.
- Manage office and medical supply inventories; receive deliveries and organize supplies for office/exam rooms.