

Medical Assistant - Proactive Resume

Full Name:

Email:

Phone:

Medical Assistant Duties Experience

Obtains and records patient medical history and personal data.

Assesses patients on initial visit and each follow up visit.

Takes and records vital signs, blood pressure, temperature and respiration on each visit.

Completes order status and immunization records.

Performs phlebotomist duties such as, collecting and preparing laboratory specimens.

Ensures that all HIPAA/OSHA standards are in compliance.

Prepares patients for examinations and performs routine screening tests; assists physician with exams; explains treatment procedures and physicians' instructions to patient.

Other:

Medical Assistant Skills and Certifications

Organized and able to manage competing priorities.

Actively look for ways to help people.

Knowledge of Medical Terminology (Forms and Electronic Health Records).

Certified Medical Assistant (Referred of Practice or 1 Year of Experience).

Phlebotomy Certification - preferred

EKG Certification - preferred

BLS/CPR Certification - preferred

Bilingual skills preferred (English/Spanish or English/Creole)

Skilled in basic phone and computer operation

Other: