

Medical Assistant

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SUMMARY

Dual-skilled medical assistant with four years in primary care and specialty clinics, certified to room and triage 30-plus patients a day, administer injections and EKGs, and keep the front office moving through scheduling, insurance verification, and EHR charting.

EXPERIENCE

Certified Medical Assistant, Family Health Clinic

2022 – Present

City, ST

- Room and triage 30 to 35 patients daily, capturing vitals, medication reconciliation, and chief complaint in athenahealth before the provider enters.
- Administer intramuscular and subcutaneous injections, immunizations, and TB tests per protocol, logging lot numbers and observation windows accurately.
- Run and mount 12-lead EKGs and perform point-of-care testing, flagging critical results to the provider within minutes.
- Collect blood specimens and process roughly 40 lab requisitions a week, reducing rejected samples to under 1 percent through correct labeling.
- Manage prior authorizations and referrals, trimming average specialist scheduling turnaround by two business days.
- Sterilize and stock exam rooms and instruments, keeping a four-provider pod fully supplied during peak flu-season volume.

Medical Assistant, Westside Pediatrics

2021 – 2022

City, ST

- Supported well-child and sick visits by charting growth percentiles, developmental screens, and immunization histories in the EHR.
- Administered the full pediatric vaccine schedule per state guidelines with parent education at each visit.
- Handled front-desk check-in, copay collection, and insurance verification during staffing gaps without slowing patient flow.
- Coordinated recall outreach that lifted the practice's two-year immunization-completion rate by 11 percent.
- Performed weight-based dosing checks and nebulizer treatments under provider order, documenting response for the visit note.
- Cleaned and restocked five exam rooms each morning and tracked vaccine-refrigerator temperatures to keep the cold chain intact.

EDUCATION

Medical Assisting Diploma

2020 – 2021

Community Technical College — City, ST

CERTIFICATIONS & LICENSES

CMA (AAMA) · BLS

SKILLS

Patient rooming and triage · Injections and immunizations · Phlebotomy and specimen handling · EKG and point-of-care testing · EHR charting · Medication reconciliation · Prior authorizations and referrals · Front-office scheduling · Insurance verification · Sterile technique · Patient education · HIPAA compliance