**SUMMARY**

***Medical Assisting*** program graduate with medical office and multi practice experience. Strong background in coding; medical terminology; HMOs, PPOs and Medicare; and healthcare operations. Committed to providing compassionate, professional, and quality patient care. Computer proficient with experience using Word, Excel, PowerPoint, and Access. Skills include:

Medical Office Administration Medical Billing & Coding Medical Charting

Medical Records Management Taking Patient Vitals Patient Scheduling

HIPAA Knowledge Bookkeeping & Filing Data Entry

**EDUCATION**

American National University, Princeton, VA

**Medical Assisting Certification, 01/2020**

***Related Coursework:***

Clinical Medical Assisting Introduction to Pharmacology Medical Office Procedures

Phlebotomy Techniques Dosage & Calculations of Medications Medical Office Finances

Medical Terminology Diseases of the Human Body Healthcare Law & Ethics

Anatomy and Physiology Phlebotomy Directed Practice Microsoft Office

**CERTIFICATION**

Certified BLS CPR - American Heart Association, Expiration June 2021

**PROFESSIONAL EXPERIENCE**

Summers County Appalachian Regional Hospital - Hinton, WV November 2019 - January 2020

***Medical Assistant Extern***

* Completed patient medical histories and vital signs, as well as, injections and various diagnostic procedures and ancillary tests.
* Ensured the cleanliness, sanitation and maintenance of all facilities, exam rooms and equipment.
* Answer multiline phones, greet patients, schedule appointments and surgeries for three family practice physicians, handle insurance precertification’s, and assist in upkeep and management of patient medical records and practice files.
* Provide patient education for the preparation and expectation of colonoscopy.