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| Alex Richards | 122 Washington St.Tacoma, WA 98418(123)456-7899info@hloom.com |
| Career Objective |
| With five years of experience as a clinical orthopedic assistant, I would like to continue to advance my career as a medical assistant in the field of orthopedics. |
| Key Skills |
| * Working knowledge of medical terminology, with key focus on orthopedic terminology.
* Proficient in using orthopedic office equipment, including cast cutters, as well as staple and suture removers.
* Ability to multitask and handle busy patient work load.
* Working knowledge of wound care, infection management, and bandaging.
* Proficient in managing front office including appointment setting, medical insurance, billing, and medical records.
* Ability to perform instrument sterilization.
* Competent in taking universal precautions and maintaining infection control.
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| Educational Qualifications |
| Associate of Applied Science, Medical AssistingTacoma College, Tacoma, WA 2000Emergency Medical Technician-IntermediateMountain Lake, WA 2001Medical Coding CertificationCPC-H, American Association of Professional Coders 2007CPR certified, American Heart Association |
| Experience |
| Clinical Medical Assistant, OrthopedicsSt. Joseph’s Orthopedic Center, Tacoma, WA 2008 – PresentKey Responsibilities:* Provide assistance to orthopedic surgeon in a clinic setting.
* Prepare patients in exam rooms, collect vital signs, and health histories.
* Obtain preoperative health histories.
* Handle narcotic pain medications and prescription refills.
* Perform in-house autoclaving.
* Assist with minor bedside surgical procedures.
* Handle medical insurance, appointment setting, and coordination of medical records.
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| References |
| 1. Dr. Mike Marshall, M.D.

45 Doctor St. Lakewood, WA 98418 Phone: (888)555-44221. Cathy Nottingham, R.N. Nursing Supervisor

22 Fig St. Tacoma, WA 98418 Phone: (888)555-7676 |