CERTIFIED MEDICAL ASSISTANT

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| LINKEDIN  **j.hloom** | WEBSITE  **www.hloom.com** | E-MAIL  **info@hloom.com** | TELEPHONE  **123-456-7899** |

CMA with experience in a multi-physician family medical practice and additional healthcare experience as an RPT. Known for dedication to providing premium patient care. Skills include:

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| * + Medical Office   + Management   + Medical Billing & Coding   + Medical Records   + Data Entry (75 WPM) | * + Bookkeeping & Filing   + Management   + Taking Patient Vitals   + Blood Draws   + Injections | * + Patient Scheduling   + Ancillary Testing   + Patient Education   + HIPAA & JCAHO Knowledge |

# Professional Qualifications

* + **Certified Medical Assistant (CMA)**, 2006-Present
  + **Registered Phlebotomy Tech (RPT)**, 2004-Present
  + **Certified in First Aid & CPR**, 2004-Present

# Professional Experience

**Certified Medical Assistant** 2006 – present

ABC FAMILY MEDICAL PRACTICE, Sometown, OH

* + Consistently praised for efficient handling of administrative duties (e.g., answering phones, scheduling appointments, maintaining medical records, patient processing, billing and bookkeeping) that allowed doctors and nursing staff to focus on the health concerns of their patients.
  + Demonstrated proficiency in taking patient medical histories and vital signs, as well as in performing venipunctures, injections and various diagnostic procedures and ancillary tests (e.g., EKGs, immunoassays, chemistry analysis, hematology, urinalysis and sigmoidoscopies).
  + Ensured the cleanliness, sanitation and maintenance of all facilities, exam rooms and equipment.
  + Helped implement practice's quality assurance and control program. Efforts ensured compliance with HIPAA, CLIA and OSHA regulations; improved patient care/satisfaction; and lowered monthly overhead by 12%.
  + Reacted calmly and effectively in emergency situations, and added the personal, caring touch that immediately put patients at ease.

**Registered Phlebotomy Technician** 2004 – 2006

XYZ CLINIC Sometown, OH

* + Collected patient blood samples in a safe, sanitary manner for diagnostic testing as a certified phlebotomist.