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| Olivia M. Scott |
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| Objective |
| Seeking a position as a Medical Assistant within a medical facility utilizing my administrative background, communication skills, and clinical experience to complement the functions of the facility |
| Key Qualifications | Related Skills |
| * Over 6 months’ practical experience working as a Medical Assistant
* Highly qualified in providing care to patients
* Skilled in performing medical billing and coding procedures
* Proficient in MS Word, Excel, Outlook, and PowerPoint
 | Administrative* Filling insurance forms
* Scheduling of appointments
* Patient follow-up
* Room preparation and supplies management
* Phone triage

Clinical* Recording vital signs
* Medical terminology knowledge
* Procedures and exams assistance
* Giving injections
* Lab testing / Phlebotomy
* Patient education
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| Employment History |
| Family Health Clinic, Portland, OR Jan 06 – Jun 06Medical Assistant Intern* Prepared patients for examinations
* Took and recorded vital signs including height and weight
* Administered medication and shots
* Assisted physicians with clinical and medical procedures
* Educated patients and families
* Obtained laboratory samples
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| Education |
| Portland Community College Portland, ORAssociate in Medical Assisting 2006 |
| Additional Capabilities |
| * Excellent interpersonal and organizational skills
* Good time management skills
* Detail-orientedC:\Users\Syed Nayab\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\IEV7OLUO\MC900291892[1].wmf
* Computer savvy
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