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| Jennifer Grant |
| 159 Orange Street, Indianapolis, IN 80808(123) 456-7899, info@hloom.com |
| Objective |
| In search of a position as a Medical Assistant in a progressive medical facility in order to gain experience working with adult patients to add to the experience I presently have working with pediatric patients. |
| Career Skills |
| * Over five years of Medical Assisting experience
* Experience in managing staff
* Excellent computer skills – including Microsoft Office products
* Outstanding oral and written communication skills
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| Qualification Summary |
| * Experienced in Pediatrics
* Solid Clinical and Administrative skills
* Extensive medical terminology knowledge of ICD-9 / CPT coding experience
* Completed refresher course which include CPOE
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| Professional Experience |
| Woods Pediatric Clinic December 2008 – Present100 Woods Rd. Indianapolis, IN 80808* Experience managing front desk areas. Utilized the Medical Manager for scheduling, billing, collections, insurance claims, and medical records
* Provided training for other Medical Assistants in all front office duties
* Assisted Pediatricians with injections and collection of samples
* Prepared examination rooms
* Took patient histories and vital signs prior to examinations
* Sterilized and cleaned all instruments

Central Pediatric Practice August 2006 – November 200885 Fall Dr. Indianapolis, IN 80808* Performed reception duties including appointment, scheduling, and record keeping
* Assisted in doing medical billing and coding
* Prepared exam rooms, took patient histories and vitals prior to examinations
* Contracted external laboratories for test results
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| Education |
| Diploma of Medical Assisting September 2005 – June 2006Indiana Community College100 College Ave. Indianapolis, IN 80808High School Diploma June 2005Indiana High School555 Maple Ave. Indianapolis, IN 80808 |
| References |
| Alexandra Bieber – Practice AdministratorWoods Pediatric Clinic | Telephone: 808-555-9292Email: info@hloom.com |
| Dr. James Springer – Medical DirectorCentral Pediatric Practice | Telephone: 808-555-4141Email: jspringer@cpp.com |