

Robert Smith

Certified Clinical Medical Assistant/Manager

CONTACT DETAILS

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PERSONAL STATEMENT

Dedicated healthcare professional seeking a position as a Certified Clinical Medical Assistant. Provides compassionate patient care, and experienced in administrative, and back office duties. Highly motivated individual with excellent communication skills, able to multitask, and provides quality service to those in need of medical care.

WORK EXPERIENCE

Certified Clinical Medical Assistant/Manager

ABC Corporation - 2014 - 2015

Responsibilities:

- Provided patient care support in a Multi-Physician Primary Care Clinic.
- Prioritized triage patient-flow.
- Greet patient.
- Escorted patient to the screening area.
- Interviewed and obtained complete vital signs.
- Reviewed medical history and documented in EMR.
- Communicated effectively with the patient.

Certified Clinical Medical Assistant

Delta Corporation - 2006 - 2010

Responsibilities:

- Filed and retained billing and insurance Re-credentialing Initiated and ended daily establishment Perform secretarial duties using specific knowledge .
- Perform administrative and certain clinical duties under the direction of physician, administrative duties may include Scheduling appointments, .
- Full time medical assistant in busy urgent care.
- Temporary position through Executive Personnel Group, Washington, NC.
- Assignment ended due to hiring of a new Physician Assistant who brought her own Medical Assistant with her, thus eliminating my position suddenly on .
- Georgia Interview patients to obtain work histories.
- Administered Intramuscular and subcutaneous injections.

Education

Certificate in Certified Clinical Medical Assistant - (Laurus Technical Institute)

SKILLS

EMR Experience E.g.
Cerner, Epic, Next Gen,
Microsoft Office Suite,
Phlebotomy, EKG, A1C,
Glucose Finger Sticks
Etc.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference - 1 (Company Name)
Reference - 2 (Company Name)