ROBERT SMITH

Jr. CMA

E-mail: info@qwikresumc.com **Phone:** (0123)-456-789

SUMMARY

Medical Assistant assists physiciansand performs administrative and patient care duties in a physician office.

SKILLS

Good At Multitasking, Quick Learner.

WORK EXPERIENCE

Jr. CMA

ABC Corporation - July 2011 – January 2012

- Record patients medical history, vital statistics, or information such as test results in medical records.
- Prepare treatment rooms for patient examinations, keeping the rooms neat and clean.
- Interview patients to obtain medical information and measure their vital signs, weight, and height.
- Clean and sterilize instruments and dispose of contaminated supplies.
- Prepare and administer medications as directed by a physician.
- Show patients to examination rooms and prepare them for the physician.
- Explain treatment procedures, medications, diets, or physicians instructions to patients.

CMA

Delta Corporation - 2009 – 2011

- Answer all phone inquiries; make appointments for patients.
- File and alphabetize all patient documents/information.
- Assist the Doctor with any procedures.
- Take vitals signs for infants and Adolescents.
- Triage patients, draw blood, administrate vaccines and injectables.
- Do referrals, PA, precerts and many more duties.
- Helped the physicians examine and treat patients, handing them instruments or materials or performing such tasks as giving injections or removing sutures.

SCHOLASTICS

- Pharmacy Technican - 2015(Ashworth College - Georgia)

© This Free Resume Template is the copyright of Qwikresume.com. Usage Guidelines