

ANNA L. SMITH

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Objective

A Certified Medical Assistant position with CentraCare Health System where excellent communication, patient care and clerical skills can be utilized to improve the quality of patient care.

Summary of Qualifications

- Over 3 years experience working as a Medical Assistant
- Medical Assistant certification through AMT (American Medical Technologists)
- Certifications: CPR, ARMA and BLS
- Adept at taking patients' vital signs; blood pressure, temperature, height, and weight
- In-depth knowledge of documenting care provided in the patient's medical record
- Hands-on experience in assisting with exams and minor procedures
- Proven ability to maintain a safe environment of for patients and staff

Special Skills

- | | | |
|---------------------|-----------------------------|-----------------------|
| • Inventory Control | • Multiline Phone Operation | • Specimen collection |
| • Sanitization | • Clerical support | • Medical terminology |

Education

Canton City College - Canton, Missouri
Associate Degree in Medical Assisting - 2009

Professional Experience

Madison River Oaks Medical Center - Canton, Missouri

Certified Medical Assistant (May 2010 - Present)

- Provide direct patient care in line with the patient's condition, requirements and age
- Collect data such as biological, psychological, social, and cultural factors required for care
- Oversee medications in keeping with specified policies and procedures
- Reinforce patient teaching as determined by the physician
- Identify patient problems and arrange the plan of care
- Implement the care plan as directed by the Physician or RN

Dupage Medical Group - Glen Ellyn, Illinois

Medical Assistant (January 2010 - May 2010)

- Assured comfort and timely attention to all patients
- Conducted all regular procedures such as hearing and sight examinations
- Assisted physicians and RN in healthcare activities
- Greeted patients during medical part of visit
- Maintained medical documentation
- Scheduled treatment, care and diagnostic tests
- Collected and labeled specimens
- Helped with examinations and procedures
- Obtained vital signs

Employment History

- [Mention your irrelevant employments here. One line per employment in a bullet form]