**FUNCTIONAL RESUME**

Name: ALYSHA FARMER

Address: City, State, Zip Code

Phone: 000-000-0000

E-Mail: email@email.com

**PROFESSIONAL SUMMARY**

Conscientious Medical Assistant offering over four years of experience in fast-paced settings. Competent in organizing charts, preparing patient rooms and supporting doctors through collecting vitals and office administration. Positive and upbeat with excellent communication skills.

**SKILLS**

* EMR / EHR
* Monitoring patient progress
* Completing insurance forms
* Infection control and aseptic procedures
* Simple dressings
* Exam room setup
* Strong communication
* Medical billing and coding

**WORK HISTORY**

**Medical Assistant , 07/2016 to Current**

Company Name, City, State – Fort Myers, FL

Conducted 20 preliminary evaluations per day, including measuring weight, temperature and blood pressure, and documented results with accuracy.

Communicated clearly and effectively with patients to verify information, determine purpose of visit and record medical history.

Conducted monthly and quarterly inventory of supplies using facility cost reporting records.

**Front Office Coordinator , 06/2015 to 06/2016**

Company Name, City, State – Fort Myers, FL

* Created and updated physical records and digital files to maintain current, accurate and compliant documentation.
* Scheduled surgeries, managed pre-certifications and verified insurance coverage.
* Coordinated patient care changes and relayed updated plans to various staff members assigned to patients.

**Office Assistant , 07/2014 to 05/2015**

Company Name, City, State – Fort Myers, FL

* Kept physical files and digitized records organized for easy updating and retrieval by authorized team members.
* Tracked inventory and ordered office supplies encouraging cost-effective solutions.
* Organized weekly staff meetings and logged minutes for corporate records.

**EDUCATION**

**Associate of Applied Science, Medical Assisting, 05/2015, City, State**