**Alysha Farmer**

Medical Assistant

City, State, Zip Code

000-000-0000

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.

**WORK HISTORY**

**Medical Assistant**

Company Name, City, State – Fort Myers, FL,07/2016 to Current

* 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**

Company Name, City, State – Fort Myers, FL, 06/2015 to 06/2016

* 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**

Company Name, City, State – Fort Myers, FL, 07/2014 to 05/2015

* 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.

**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

**EDUCATION**

**Associate of Applied Science, Medical Assisting**

 05/2015, City, State