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| **DORIS FRANKLIN** |  | **EXPERIENCE**  **Student Medical Assistant**  2015 - Present  D-R SERVICES  Metairie, LA   * Practiced proper telephone techniques Scheduled Patient appointments Assisted Doctor with surgery as needed Sterilized equipment Tray setup Prepared and cleaned exam rooms * Improved patient care and satisfaction while lowering monthly overhead.   **Medical Office Assistant**  2011 - 2015  University of Miami  Miami, FL   * Entered demographic information for patients\* Entered daily insurance charges and co-pays\* Registered and processed incoming and outgoing patients. * Take blood pressure, temperature, weight, urine and fecal testing. * Process claims for Medi-Cal, Medicare and all commercial carriers.   **Student Medical Assistant**  2010 - 2011  D-R SERVICES  Miami, FL   * Draw blood, Perform EKG's, record chief complaint, weight, height and blood pressure manually. * Assisted in front office procedures such as answering phones, scheduling appointments and managing patient records. * Maintained exam rooms by cleaning, sterilizing, and organizing equipment. * Handled front desk check in of incoming patients and managed appointment scheduling. |
| Student Medical Assistant Resume **Address:** Metairie, LA  **Phone Number:** (730) 555-0274  **Email Address:** dfranklin@example.com |  |
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| **EDUCATION**  **Some College Courses Health Care Administration**  2010 - 2010  Davenport University  East Grand Rapids, MI  **SKILLS**   * Medical Records * Communication * Vital Statistics * Patient Care * Confidential Information * Insurance Companie * Anatomy * CPT * Exam Rooms * Venipuncture |  |
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