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| **NOAH AUSTIN**  Student Medical Assistant Resume |

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| **CONTACT INFORMATION**  Addison, TX  (890) 555-2947  naustin@example.com |  | **EXPERIENCE**  **Student Medical Assistant**  Concentra - Addison, TX 2020 - Present   * Assisted the team in ensuring optimal patient care and carrying out smooth daily functions. * Sorted and mailed off 4382 Medical Records. * Greeted and escorted patients to exam rooms, maintaining patient flow. * Assisted in the provision of patient care under the direct supervision of a physician. * Obtained vitals from patients - Drew blood for patient testing - provided patient care -answered telephones - performed EKGs   **Medical Specialist,**  D-R SERVICES - Providence, RI 2019 - 2020   * Take vital signs, draw blood, do EKG when necessary. * General office tasks, answer phones, prepare patient charts, insurance authorizations, faxing * Assisted the team members in providing excellent patient care and in the daily function of the office. * Take patients vitals and enter them into the EHR. * Assisted doctor's and high officials outside of the organization with highly sensitive medical documents related to personal and patient care.   **Home Care Attendant,**  Cerebral Palsy of North Jersey - Providence, RI 2017 - 2018   * Implemented direct patient care in a healing environment. * Managed provider network to include verifying claims and benefits for healthcare providers/members and insurance companies. * Conduct home visits to perform personal care, daily living tasks ad home maintenance for elderly clients. * Provided personal care, housekeeping services, and companionship for senior citizens * Work independently with patients and assist them with personal care, housekeeping, meal preparation. |
| **EDUCATION**  **Master's Degree**  Medical Assisting Services  2018 - 2019  Brown University - Providence, RI  **Bachelor's Degree**  Medical Assisting Services  2014 - 2017  Brown University - Providence, RI |
| **SKILLS**   * DR * Customer Service * Lab Results * Personal Care * Medical Management * Appropriate Areas * Lab Tests * Oral Hygiene * Patient Care * Medical Student |