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| **DORIS FRANKLIN** |  | **EXPERIENCE****Student Medical Assistant** 2015 - PresentD-R SERVICESMetairie, 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 - 2015University of MiamiMiami, 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 - 2011D-R SERVICESMiami, 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.
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| 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 - 2010Davenport UniversityEast Grand Rapids, MI**SKILLS*** Medical Records
* Communication
* Vital Statistics
* Patient Care
* Confidential Information
* Insurance Companie
* Anatomy
* CPT
* Exam Rooms
* Venipuncture
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