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

|  |  |  |
| --- | --- | --- |
| **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 Services2018 - 2019Brown University - Providence, RI**Bachelor's Degree** Medical Assisting Services2014 - 2017Brown University - Providence, RI |
| **SKILLS*** DR
* Customer Service
* Lab Results
* Personal Care
* Medical Management
* Appropriate Areas
* Lab Tests
* Oral Hygiene
* Patient Care
* Medical Student
 |