

Medical Assistant

Professional Profile

Motivated, dependable Medical Assistant, committed to high levels of patient care, with outstanding communication skills effectively with patients, family members, and other health care providers. Committed and highly adaptable individual noted as a model team player who is willing to assist when and where needed. Extensive health care and patient experience with a broad base of diagnoses and disabilities within both clinic and home health care settings. Innovative and creative professional, with the ability to rapidly transition from one activity to another.

Key Strengths

- ◆ Billing / Insurance
- ◆ Medical Terminology
- ◆ Venipuncture
- ◆ Medical Law & Ethics
- ◆ Coding ICD9 | CPT-4
- ◆ Infection Control
- ◆ Immunizations | Injections
- ◆ Electrocardiography (EKG)
- ◆ Aseptic Techniques
- ◆ Front | Back Office
- ◆ Patient Assessment
- ◆ Infection Control
- ◆ Billing / Insurance
- ◆ Microbiology
- ◆ Urinalysis

Professional Experience

PARK NICOLLET HEALTH SERVICES, St. Louis Park, MN 2008–Present
Medical Assistant

Provide personalized care for assigned insulin-dependent patient, with dementia, stroke-induced Alzheimer's disease, high blood pressure, diabetes, with paralysis from cerebrovascular accident (CVA), including medication administration, injections, patient assessments, and medication refills.

- ◆ Complete charting to record vital signs and input data into the medication manager.
- ◆ Answer patient telephone calls and communicate with physicians to update patient status.

FAIRVIEW HEALTH SERVICES, Minneapolis, MN 2006–2008
Medical Assistant – Internal Medicine

Provided customer service to patients within the Internal Medicine with 7 exam rooms within the larger clinic with 980 physicians in 87 medical specialties and subspecialties located in 63 locations throughout northern, central and western Minnesota.

- Assisted physician with patient treatments, including removing sutures, injections, and EKGs.
- Scheduled appointments using in-house computerized charting and followed up with patients, conducted patient assessments, recording vital signs and medical information.
- Responded to incoming patient calls, including conducting phone triage to determine the necessity of scheduling appointments.
- Alternated as Prescription Line Coordinator, charged with the verification of prescription statuses and ordering of valid prescriptions from local pharmacies.
- Documented prescription transactions in compliance with federal and state protocols.

COMFORT KEEPERS / GDC, San Francisco, CA 2004–2006
Caregiver – In-Home Health Care

Cared for full load of clients (6-11 weekly) in home settings, including overnight care, day care, and assisted with activities of daily living (ADL) with diagnoses of cardiovascular disease, sport injuries, cerebrovascular accident (CVA), Alzheimer's disease, and diabetes.

- Set up and administered oral medications, ranging from blood pressure, diabetes, cancer, thyroid, and other physician prescribed medications.
- Provided transportation, supervision, and companionship for clients during physician appointment, shopping, errands, and field trips to community events.
- Prepared meals for clients, adhering to nutritional guidelines and special dietary needs.
- Completed light housekeeping to maintain cleanliness and organization to the home setting.

Professional Experience

QUIET OAKS HOME CARE, San Francisco, CA 2000–2004

Caregiver – In-Home Health Care

Provided specialized care for client full load in home settings for private business, including overnight care, day care, and assistance with activities of daily living (ADL) with diagnoses of cardiovascular disease, sport injuries, cerebrovascular accident (CVA), Alzheimer’s disease, and diabetes.

- Set up, administered, and monitored oral medications, ranging from blood pressure, diabetes, cancer, thyroid, and other physician-prescribed medications.
- Provided transportation within community with 100,000 residents, supervised, and provided companionship for clients during physician appointment, shopping, errands, and field trips to community events.
- Used Hoyer lifts for paralyzed clients to move them as they completed ADLs.

DR. GABRIEL JENKINS, D.D.S., Burnsville, MN 1996–2000

Dental Assistant

Assisted dentist with a daily patient load of 11 to 25 patients in solo general dentistry practice with all dental procedures.

- Fabricated custom trays for denture and partials, bleach trays, and night guards.
- Managed charting, tracking all aspects of patient care, including radiographs, billing, patient records, and appointment scheduling.
- Educated patients on proper oral hygiene, including giving education about oral hygiene issues and post operative care.
- Took high quality impressions, poured and trimmed models.
- Performed radiographs for patients of all ages and preview images to assure quality images.

QUIET OAKS HOME CARE, Shakopee, MN 1985–1996

Caregiver – In-Home Health Care

Developed and launched new home care business in an era when home health care was in its infancy. Provided specialized care for full load of clients in home settings, including overnight care, day care, and assistance with activities of daily living (ADL) with diagnoses of various disabilities and illnesses.

- Set up, administered, and monitored oral medications, ranging from blood pressure, diabetes, cancer, thyroid, and other physician-prescribed medications.
- Provided transportation within community, supervised, and provided companionship for clients during physician appointment, shopping, errands, and field trips to community events.

Education | Certifications

NORMANDEALE TECHNICAL COLLEGE, Fridley, MN | **Associate Degree – Nursing**, in progress

BROWN CAREER COLLEGE, San Francisco, CA | **Certificate – Clinical Medical Assistant Program**
Honors graduate, (3.98 GPA) – 2004

TRUMAN SCHOOL OF BUSINESS, San Francisco, CA | **Secretarial Science – Diploma**

Certificate – CPR | First Aid | HIPPA–Certified | CNA – State of Minnesota (formerly California)