

# Sarah Michelle – CMA

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## Objective

Seeking a position as a medical assistant where I can utilize my previous work experience and education in order to provide high quality, passionate healthcare to families.

## Certification

- Certified Medical Assistant from the American Association of Medical Assistants, March 2006
- CPR certified, expires June 26, 2013
- Registered Phlebotomy Technician , November 2009

## Education

- Completed the Medical Assistant program at Awesome College in February 2003
- Graduated from Kansas City High School in May 2002
  - o Class valedictorian

## Clinical and Administrative Skills

- CPR Certified
- HIPAA Certificate
- Medical Terminology
- Anatomy and Physiology
- Instrument Sterilization
- Phlebotomy
- Vital signs
- Taking EKGs
- Patient care
- Injections
- Urinalysis
- Medisoft
- X-ray
- Filing Charts
- Autoclaving
- Wrapping Instruments
- Surgical Tray Set-Up
- Excel and Power Point proficient
- Customer Service
- Telephone Reception
- Oral/ Written Communication
- Insurance billing and coding and organization in filing

## Work Experience

### **University of Kansas Hospital Clinic** (Kansas City, MO)

Certified Medical Assistant (July 2006 – October 2011)

Responsible for all of the insurance coding and filing. Recorded vital signs and took blood samples from incoming patients. Supervised all training, performance, and development for new employees.

### **Dr. Houston Family Practice** (Overland Park, KS)

Medical Assistant (April 2003 – June 2006)

Responsible for managing the front desk, including answering phones, scheduling appointments, and filing insurance and patient records. Assisted Dr. with gathering history and taking vital signs of patients.

*References available upon request*