**COMBINATION CAM**

MEDICAL ASSISTANT

616-901-1111

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**EDUCATION**

**Certificate in Medical Assisting** *— Jackson College, Jackson, MI**May 2020*

* GPA: 3.5

**Certifications**

**Certified Medical Assistant** — *Association of Medical Assistant Testing Date June 2, 2020*

**SKILLS**

* **QuickBooks Accounting Software**: Managed expenses for and kept track of the financial health of the business
* **MEDITECH Medical Software***:* Clinical Charting for patients
* **One Note**: Written Communication and Document sharing with Hospital personnel
* **Microsoft Word and Excel:** Communicated with medical staff
* **Operation Monitoring**: Observed gauges, dials and indicators to make sure machines operate correctly
* **Troubleshooting**: Determined the cause of 5 operating errors and contacted correct support personnel
* **Phone Communication**: Learned 3 phone operating systems
* **Typing:** Able to accurately type at 80 WPM
* **Instruction/Teaching:** Instructed a team of 10 people on medical office procedures
* **Writing:** Entered, Transcribed, and maintained patient informationto ensure proper future care
* **Organization:** Filed medical documents accurately and stocked inventory of medical equipment
* **Interpersonal Skills:** Educated patients on treatments and procedures using empathy and professionalism
* **Teamwork**: Improved patient care through shared ideas within the medical group

**RELEVANT WORK HISTORY**

***Certified Medical Assistant Clinical*** *–**Morningside Medical Group, Gettysburg, Michigan January 2018-Current*

* Prepared and administered medications as directed by a Physician
* Provided personal assistance, medical attention and emotional support to over 1,000 patients.
* Conduct chemical analysis of body fluids, including blood, urine, and spinal fluid to determine the presence of normal or abnormal components
* Performed routine laboratory tests and sample analyses

***Medical Office Support*** *– St. Luke’s, Ada, Michigan March 2016-January 2018*

* Accurately Recorded over 1,000 patient’s medical history, vital statistics and test results into medical history
* Authorized daily drug refills and provided prescription information to pharmacies without error
* Entered data from analysis of medical tests and clinical results into computer software programs

***Chiropractic Assistant*** *– Family First Chiropractors, Jackson, Michigan March 2016-January 2018*

* Observed patients during treatments to compile and evaluate data and ensure help and progress
* Monitored equipment operation and recorded use of equipment during treatments for the safety of all patients
* Answered over 40 calls per day to make appointments