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| Alex Richards | 122 Washington St.Tacoma, WA 98418  (123)456-7899  info@hloom.com |
| Career Objective | |
| With five years of experience as a clinical orthopedic assistant, I would like to continue to advance my career as a medical assistant in the field of orthopedics. | |
| Key Skills | |
| * Working knowledge of medical terminology, with key focus on orthopedic terminology. * Proficient in using orthopedic office equipment, including cast cutters, as well as staple and suture removers. * Ability to multitask and handle busy patient work load. * Working knowledge of wound care, infection management, and bandaging. * Proficient in managing front office including appointment setting, medical insurance, billing, and medical records. * Ability to perform instrument sterilization. * Competent in taking universal precautions and maintaining infection control. | |
| Educational Qualifications | |
| Associate of Applied Science, Medical Assisting  Tacoma College, Tacoma, WA 2000  Emergency Medical Technician-Intermediate  Mountain Lake, WA 2001  Medical Coding Certification  CPC-H, American Association of Professional Coders 2007  CPR certified, American Heart Association | |
| Experience | |
| Clinical Medical Assistant, Orthopedics  St. Joseph’s Orthopedic Center, Tacoma, WA 2008 – Present  Key Responsibilities:   * Provide assistance to orthopedic surgeon in a clinic setting. * Prepare patients in exam rooms, collect vital signs, and health histories. * Obtain preoperative health histories. * Handle narcotic pain medications and prescription refills. * Perform in-house autoclaving. * Assist with minor bedside surgical procedures. * Handle medical insurance, appointment setting, and coordination of medical records. | |
| References | |
| 1. Dr. Mike Marshall, M.D.   45 Doctor St. Lakewood, WA 98418 Phone: (888)555-4422   1. Cathy Nottingham, R.N. Nursing Supervisor   22 Fig St. Tacoma, WA 98418 Phone: (888)555-7676 | |