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| Jennifer Grant | |
| 159 Orange Street, Indianapolis, IN 80808  (123) 456-7899, info@hloom.com | |
| Objective | |
| In search of a position as a Medical Assistant in a progressive medical facility in order to gain experience working with adult patients to add to the experience I presently have working with pediatric patients. | |
| Career Skills | |
| * Over five years of Medical Assisting experience * Experience in managing staff * Excellent computer skills – including Microsoft Office products * Outstanding oral and written communication skills | |
| Qualification Summary | |
| * Experienced in Pediatrics * Solid Clinical and Administrative skills * Extensive medical terminology knowledge of ICD-9 / CPT coding experience * Completed refresher course which include CPOE | |
| Professional Experience | |
| Woods Pediatric Clinic December 2008 – Present  100 Woods Rd. Indianapolis, IN 80808   * Experience managing front desk areas. Utilized the Medical Manager for scheduling, billing, collections, insurance claims, and medical records * Provided training for other Medical Assistants in all front office duties * Assisted Pediatricians with injections and collection of samples * Prepared examination rooms * Took patient histories and vital signs prior to examinations * Sterilized and cleaned all instruments   Central Pediatric Practice August 2006 – November 2008  85 Fall Dr. Indianapolis, IN 80808   * Performed reception duties including appointment, scheduling, and record keeping * Assisted in doing medical billing and coding * Prepared exam rooms, took patient histories and vitals prior to examinations * Contracted external laboratories for test results | |
| Education | |
| Diploma of Medical Assisting September 2005 – June 2006  Indiana Community College  100 College Ave. Indianapolis, IN 80808  High School Diploma June 2005  Indiana High School  555 Maple Ave. Indianapolis, IN 80808 | |
| References | |
| Alexandra Bieber – Practice Administrator  Woods Pediatric Clinic | Telephone: 808-555-9292  Email: info@hloom.com |
| Dr. James Springer – Medical Director  Central Pediatric Practice | Telephone: 808-555-4141  Email: jspringer@cpp.com |