





CARLA RUIZ

Certified Medical Assistant

CONTACT

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(123) 456-7890 
San Diego, CA 
[LinkedIn](#) 

EDUCATION

Certificate of Achievement
Medical Assisting
San Diego Mesa College
San Diego, CA
2016 - 2017

High School Diploma
San Diego High School
San Diego, CA
2012 - 2016

SKILLS

Deep understanding of HIPAA and
OSHA regulations
EMR software (Epic, Meditech)
Proficient in reading EKGs
Microsoft Word, PowerPoint, and Excel

CERTIFICATIONS

Certified Medical Assistant (AAMA),
2017
CPR and First Aid (ARC), 2019

WORK EXPERIENCE

Certified Medical Assistant

Scripps Mercy Hospital / 2018 - current / San Diego, CA

- Performed variety of clerical functions such as filing of paper medical records, processing insurance forms, preparing financial records, photocopying, answering phones, and assuring efficient flow of patients through the suite.
- Maintained instruments and equipment ensuring all were cleaned, in good working order, and organized for the physician.
- Led the interviewing and hiring of 2 junior Certified Medical Assistants
- Scheduled patients for diagnostic testing and follows up to ensure completion of testing.
- Initiated and followed through on prior authorizations, referrals, and medication refills.
- Adhered to Occupational Safety and Health Administration (OSHA) guidelines and standardized quality control methods to provide the highest quality of patient care.

Certified Medical Assistant

Kindred Hospital / 2017 - 2018 / San Diego, CA

- Triage all calls, scheduled daily urgent/emergent add-ons, received and relayed test results.
- Supported, directed and referred patients for consults and/or testing and insurance pre-certification and documentation.
- Greeted patients and their families, then performed routine pre-examination procedures including vital signs, assessing and recording objective and subjective data concerning presenting condition.
- Updated and maintained accurate electronic medical records (Epic) by performing order reconciliation, secure messaging and other tasks.
- Prepared and cleaned the patient area, set up equipment, cleaned and facilitated room set up after a procedure. Disposed of contaminated supplies and sterilized medical instruments.