





BRYAN GLOVER

Medical Assistant

CONTACT

bryan43@gmail.com 
(123) 456-7890 
Queens, NY 
[LinkedIn](#) 

EDUCATION

Certificate of Achievement
Medical Assisting
LaGuardia Community College
Queens, NY
2016 - 2017

High School Diploma
Maspeth High School
Queens, NY
2011 - 2015

SKILLS

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

CERTIFICATIONS

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

CAREER OBJECTIVE

Certified Medical Assistant excited about the opportunity to work at a streamlined modern hospital like Bellevue. Strong communication and organizational skills have made me a valuable advocate for patients their families throughout my career.

WORK EXPERIENCE

Medical Assistant

HealthCare Choices / 2017 - current / Brooklyn, NY

- Managed phone calls in accordance with policy and service expectations for those customers on the phone as well as those in the clinic.
- Initiated and followed through on prior authorizations, referrals, and medication refills.
- 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 patient records by accurately recording medical history, vital statistics, etc., and scanning related documents.
- Maintained instruments and equipment ensuring all are cleaned, in good working order, and organized for the physician.
- Communicated availability of appropriate programs and services to patients, regularly clearing up confusion and helping patients get the services they required.

Medical Office Assistant

AdvantageCare Physicians / 2015 - 2017 / Brooklyn, NY

- Introduced new organizational system for keeping track of patient visits and doctor availability, saving hundreds of hours and drastically reducing number of mistakes.
- Welcomed and communicated with all patients that came through the door, while maintaining a professional and calming demeanor.
- Updated and maintained electronic patient system (Epic) for over 1,000 patients.
- Sanitized the outpatient room between patients, ensuring a safe experience for both doctors and patients.