

CARLA RUIZ

Certified Medical Assistant

✉ carlaruiz21@gmail.com

☎ (123) 456-7890

📍 San Diego, CA

🌐 [linkedin.com/in/carla-ruiz](https://www.linkedin.com/in/carla-ruiz)

EDUCATION

Certificate of Achievement
Medical Assisting

San Diego Mesa College

📅 2016 - 2017

📍 San Diego, CA

High School Diploma

San Diego High School

📅 2012 - 2016

📍 San Diego, CA

SKILLS

Deep understanding of HIPAA and OSHA regulations

EMR software (Epic, Meditech)

Proficient in reading EKGs

Microsoft Word, PowerPoint, and Excel

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.

Certified Medical Assistant

Kindred Hospital

📅 2017 - 2018 📍 San Diego, CA

- Triageed 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.

CERTIFICATIONS

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