

Carla Ruiz

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(123) 456-7890

San Diego, CA

WORK EXPERIENCE

Scripps Mercy Hospital - Certified Medical Assistant

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.

Kindred Hospital - Certified Medical Assistant

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.

EDUCATION

San Diego Mesa College - Certificate of Achievement, Medical Assisting

2016 - 2017

San Diego, CA

San Diego High School - High School Diploma

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

CERTIFICATIONS

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