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| Carrie Fletcher |
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| Objective |
| Seeking a Certified Medical Assistant position where I can utilize my experience and skills in a team based environment. |
| Summary of Skills |
| * Certified Medical Assistant who is experienced in a medical office and pediatric inpatient setting.
* Outstanding knowledge in using a computer, scanner, printer, telephone, fax and copier.
* Excellent customer service and communication skills for interacting with patients, staff, and the general public.
* Proficient in taking blood, and performing injections and immunizations of patients as required.
* Skilled in multi-tasking work.
* Optimistic and supportive in a team environment.
* Excellent telephone skills.
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| Work Experience |
| Certified Medical Assistant August 2007 to presentDenver Diabetes Assoc., Denver, CO* Obtain insurance information, referrals, and precertification for testing.
* Track patient information and lab data and enter into electronic medical record.
* Prepare patients for their visit.
* Obtain and record patients’ vital signs.
* Maintain exam rooms between patients, stock exam room supplies and equipment.
* Verify patient information, new medications, and allergies.
* Educate patients on their medications and provide diet information.
* Perform preventive maintenance as needed.

Certified Medical Assistant, May 2002 to July 2007Mountain Medical Center, Denver, CO* Collected and documented patient information.
* Assisted with phone calls and messages and documented all calls.
* Participated in the monitoring of patients with chronic disease.
* Served as an associate on ainterdisciplinary committee to facilitate care.
* Provided assistance to RN in coordination and completion of patient care plan.
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| Education |
| Bachelor’s Degree in Medical AssistantNortheastern University, Boston, MA |
| References |
| Available Upon Request |