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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. |
| Work Experience |
| Certified Medical Assistant August 2007 to present  Denver 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 2007  Mountain 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. |
| Education |
| Bachelor’s Degree in Medical Assistant  Northeastern University, Boston, MA |
| References |
| Available Upon Request |