FRANCINE JACKSON

PERSONAL DETAILS

Name
Francine Jackson

Address
777 Pine Street
Boston, Mass.

Phone number
(681) 204 7100

Email
example@cvmaker.com

SKILLS

- **Communications**
- **Compassion**
- **Attention to Detail**
- **HIPAA Regulations**
- **Problem Solving**
- **Microsoft Office**

Compassionate and detailed-oriented medical assistant seeking to join the team at Fenway Medical Clinic. Four-years of experience as a AAMA certified medical assistant in the State of Massachusetts. Proficient in clinical and administrative tasks including blood draws, administrating blood pressure and vital signs, EMR, insurance coding and billing, first aid, and preparing lab samples. Exceptional communicator, who is dedicated to serving patients, caregivers, and providing support to all team members.

SUMMARY OF QUALIFICATIONS

- Certified Medical Assistant (CMA) from the American Association of Medical Assistants in the State of Massachusetts.
- Preparing outpatients for examinations.
- Taking vital signs and charting medical history.
- Collecting and proper handling of lab samples.
- Administrating medication as directed by the attending physician.
- Preparing insurance forms and other patient records.

RELEVANT WORK EXPERIENCE

Certified Medical Assistant Apr 2019
Medical Offices of Douglas Clark, MD, Worchester, Mass.

AAMA certified clinical medical assistant for the Medical Offices of Douglas Clark, MD. Responsible for multiple clinical and administrative tasks including:

- Scheduling patient visits, labs, and specialist appointments.
- Medical coding, billing, insurance processing, pharmacy prescriptions, and HIPAA documentation.
- Blood pressure, taking patient vital records, initial patient review, collecting lab samples, and dressings.
- Administer injections and medications as directed by physicians.

Certified Medical Assistant Aug 2018 - Apr 2019
Mercy General Hospital, Boston, Mass

Served as an entry-level medical assistant after completing my associate degree and AAMA certification. Was assigned to serve in the emergency room of Mercy General Hospital, and was responsible for multiple administrative tasks including:

- Communicating with patients, caregivers, and EMTs who brough patients to emergency room.
- Responsible for assembling patient history, HIPAA documentation, insurance information, and personal contact details.
- Worked with supply office to complete daily inventory of ER supplies.
- Scheduled patient follow-up appointments, forward secure medical records to primary care physicians and specialists.

EDUCATION

Associate of Applied Science in Health Science Aug 2016 - Aug 2018
Williams Community College, Boston, Massachusetts