ERRICA JANNETTE

Clinic Assistant

errica.jannette@gmail.com
(191) 989-9939
784 Hudson St, New York, NY 10007

PROFILE

I am a Clinic Assistant with over 1 year of experience in the medical field. I have worked extensively with patients and provided them with quality care. I possess excellent communication skills and can work well under pressure. I am also proficient in computer applications, which has helped me immensely in my previous roles. Overall, I am an asset to any clinic or hospital that is looking for someone who is reliable, hardworking and compassionate.

LINKS

linkedin.com/in/erricajannette

SKILLS

Medical Terminology

Insurance Verification

Patient Scheduling

Medical Billing and Coding

Electronic Health Records (EHRs)

Clinical Procedures

Customer Service

LANGUAGES

English

Italian

EMPLOYMENT HISTORY

Clinic Assistant at Northwell Health, NY

Jun 2022 - Present

- Assisted in the care of 500+ patients per week.
- Greeted and triaged all incoming patients.
- Scheduled appointments for new and existing patients.
- Answered phones, scheduled appointments, verified insurance coverage.
- Performed EKGs, drew blood, processed lab specimens.
- Assisted physicians with office procedures such as suturing.

Clinic Assistant II at NYU Langone Health, NY

Aug 2021 - May 2022

- Answered an average of 50 phone calls per day, providing exceptional customer service.
- Assisted in scheduling 80 appointments per week.
- Greeted and checked in patients as they arrived for their appointment.
- Monitored waiting room to ensure it was clean and orderly at all times.
- Collected copays and other payments from patients.
- Provided assistance to Clinic Manager with various administrative tasks.

EDUCATION

High School Diploma at High School of Fashion Industries, New York, NY

Aug 2017 - May 2021

I've learned how to read, write, and do math.

CERTIFICATES

Certified Medical Assistant (CMA)

Oct 2020

Certified Clinical Medical Assistant (CCMA)

Mar 2019

MEMBERSHIPS

American Association of Medical Assistants

National Healthcare Association