



Elouise Easy

Medical Assistant

I have over 1 year of experience as a Medical Assistant. I am responsible for performing administrative and clinical tasks to support the work of medical professionals in outpatient clinics. I have excellent customer service skills and enjoy working with patients. I am detail-oriented and able to multitask effectively. I am also proficient in Electronic Health Records (EHR).

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1234 Elm Street, New York, NY 
10001

Education

Medical Assistant Diploma at Bismarck State College, Bismarck, ND

Aug 2016 - May 2021

I have learned how to perform various medical duties such as taking patient vital signs, administering injections, and performing EKGs.

Links

[linkedin.com/in/elouiseeasy](https://www.linkedin.com/in/elouiseeasy)

Skills

Medical Terminology

Anatomy and Physiology

Medical Billing and Coding

Electronic Health Records (EHR)

Scheduling and Appointment
Management

Insurance Verification

Patient Education

Employment History

Medical Assistant at Sanford Health, ND

Apr 2022 - Present

- Assisted in the care of 50+ patients per day.
- Demonstrated expert knowledge of medical terminology and office procedures.
- Managed patient scheduling and paperwork for a busy doctor's office with 4 physicians.
- Trained new Medical Assistants on proper clinical and administrative procedures.
- Maintained 98% accuracy when billing insurance companies and third-party payers.
- Kept exam rooms stocked with necessary supplies at all times.

Medical Assistant II at Essentia Health, ND

Jul 2021 - Mar 2022

- Assisted in surgery a total of 15 times.
- Monitored and cared for post-operative patients a total of 20 times.
- Performed EKGs on 50 patients.
- Gave injections to 100 patients.
- Took medical histories from 200 patients.
- Assisted in physical examinations for 300 patient.

Certificates

Certified Medical Assistant (CMA)

Jun 2021

Registered Medical Assistant (RMA)

Oct 2019

Memberships

American Association of Medical Assistants (AAMA)

National Healthcare Association (NHA)