

BELLINA IMMER

Medical Assistant

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(119) 176-1753

4651 Kingswood Dr, Dunwoody, GA
30338



PROFILE

I am a certified Medical Assistant with over 1 year of experience in the field. I have experience working in both outpatient and Inpatient settings, as well as Urgent Care. I have excellent patient care skills and thrive in fast-paced environments. I am also proficient in EHR systems and medical billing/coding.

LINKS

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

SKILLS

Medical Terminology

Anatomy and Physiology

Patient Education

EHR Documentation

Vitals Signs

Phlebotomy

LANGUAGES

English

Japanese

HOBBIES

Organizing

Crafting

Reading

EMPLOYMENT HISTORY

● Medical Assistant at Piedmont Healthcare, GA

May 2022 - Present

- Assisted in the care of up to 20 patients per day, providing basic medical attention and performing tasks such as taking vital signs and administering injections.
- Demonstrated expert knowledge of medical terminology, office procedures, and insurance billing.
- Maintained a clean and organized work area at all times.
- Effectively managed time by prioritize tasks throughout the day.
- Consistently provided compassionate patient care while maintaining a professional demeanor.
- Built positive relationships with co-workers, physicians, and other members of the healthcare team.

● Medical Assistant II at WellStar Health System, GA

Aug 2021 - Apr 2022

- Assisted in the care of over 200 patients per day.
- Managed front desk operations for a busy medical office.
- Answered patient questions and provided guidance on treatment options.
- Scheduled appointments and managed medical records.
- Performed basic lab tests and assisted with procedures.
- Stock supplies, cleaned exam rooms, and performed other general office duties.

EDUCATION

Medical Assistant Diploma at Medical Assistant Diploma in GA

Aug 2016 - May 2021

I have learned how to perform administrative duties, clinical procedures, and how to use medical equipment.

CERTIFICATES

Certified Medical Assistant (CMA)

Mar 2021

Registered Medical Assistant (RMA)

Jul 2019

MEMBERSHIPS

American Association of Medical Assistants (AAMA)

National Healthcare Association (NHA)