

Jane Yellow, RMA

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Dedicated RMA with four years of experience in post-operative care. Known for attention to detail, expertise in wound care procedures, and excellent customer service. Skilled in assisting nurses to perform basic patient care as well as administrative duties.

Key Qualifications

- Proficient in vital signs monitoring, patient assessment, and assisting with activities of daily living.
- Detail-oriented, adept at scheduling, record management, and administrative tasks.
- Strong clinical skills in phlebotomy, wound care, specimen collection, and infection control.
- Experienced in collaborating with healthcare professionals to provide comprehensive patient support.

Education

Snow University, Snow Tree Drive, FL, 20XX
Medical Assistant, Certificate Program

Professional Experience

Outstanding Hospital, RMA, 20XX–present

- Assisted physicians and nurses in providing comprehensive patient care.
- Administered injections and collected specimens for laboratory testing.
- Recorded patient information in electronic health records, ensuring accuracy and confidentiality.
- Scheduled patient appointments and managed the front desk, creating a welcoming and organized environment.

Astonishing Hospital, RMA, 20XX–20XX

- Conducted patient assessments, documented vital signs, and prepared patients for examinations.
- Operated and maintained medical equipment, including EKG machines and spirometers.
- Assisted in maintaining inventory of medical supplies and equipment.
- Supported the billing department with coding and insurance claim submissions.

Skills

- Patient intake and assessment
- Vital signs measurement
- Phlebotomy and specimen collection
- Wound care and dressing changes
- Medical coding and billing
- Patient records management
- Software proficiency: PowerChart, Epic, Cerner, WebPT

Certifications and Licenses

- Basic life support (BLS)
- Advanced cardiovascular life support (ACLS)
- Registered medical assistant (RMA)
- Certified phlebotomy technician (CPT)