

Jodie Nichols

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Objective

To gain an entry-level position as a Medical Assistant with a local health care provider in order to further develop my skills both clinically and administratively

Qualifications

Certified Medical Assistant (AAMA) ----- Completed March 2013
State College Pearson Hill

Subject Studied

Patient relations
Office practices
Record keeping
CPOE Medication Orders
Medical Coding

Medical law and ethics
Medical terminology
Anatomy and Physiology
Pathology

Infection Control
Clinical and diagnostic
procedures
First aid

Phlebotomy Technician ----- Completed November 2012
American Society of Phlebotomy Technicians

High School Diploma ----- Completed June 2011
Louisiana High School, New Orleans, LA

Experience

Louisiana Dermatology ----- July 2011 - December 2011
102 Marshall Street, New Orleans, LA

Volunteered as a Medical Receptionist where I developed the following skills:

- Answering Telephones
- Scheduling Appointments
- Greeting Patients
- Microsoft Word & Excel

Cornerstone Family Clinic ----- September 2012 - December 2012
2054 Grant Street, New Orleans, LA

CMA Externship. In addition to the qualifications listed above, I also obtained training in these areas:

- EKG Machines
- Taking Vitals
- Insurance Billing
- Arranging External Specialist Appointments

References

Dr. Smith - Owner
Louisiana Dermatology

Telephone: 909-555-5454
Email: dsmith@ldmedical.com

Meredith Jones - Office Manager
Cornerstone Family Clinic

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Email: mjones@csfcmcdical.com