**Your Name, Title**

Street Address ◾ City ◾ State Zip Phone

**Objective**

|  |
| --- |
| To offer my skills as an Administrative Medical Assistant and provide efficient, courteous, professional assistance to your clientele. |

**Professional Skills**

|  |  |  |
| --- | --- | --- |
| Medical TerminologyPharmacology KnowledgePrescription KnowledgeMedical ChartsFiling/ Records Management | Patient BillingMedical ManagerCMS-1500Insurance TheoryBasic EHR SkillsVerify Insurance | Basic ICD-9/ CPT-4 CodingCPR/ First-Aid CertifiedHIPAA CertifiedMedical Law and EthicsDocumentation of Health Information  |

**Clerical Skills**

|  |  |  |
| --- | --- | --- |
| Keyboarding10-KeyMicrosoft Word/Excel | CorrespondenceGrammar/PunctuationProper Phone Etiquette | Data EntryAppointment SchedulingDistribute/Process Mail |

**Education/Training**

Milan Institute **Administrative Medical Assisting** Sparks, NV

* Certificate of Completion

Name of High School **Diploma/ GED** City, ST

**Employment History**

**Position Title** Company Name/City, State Start/End

* Responsibilities and Duties
* Responsibilities and Duties
* Responsibilities and Duties

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