**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 Terminology  Pharmacology Knowledge  Prescription Knowledge  Medical Charts  Filing/ Records Management | Patient Billing  Medical Manager  CMS-1500  Insurance Theory  Basic EHR Skills  Verify Insurance | Basic ICD-9/ CPT-4 Coding  CPR/ First-Aid Certified  HIPAA Certified  Medical Law and Ethics  Documentation of Health Information |

**Clerical Skills**

|  |  |  |
| --- | --- | --- |
| Keyboarding  10-Key  Microsoft Word/Excel | Correspondence  Grammar/Punctuation  Proper Phone Etiquette | Data Entry  Appointment Scheduling  Distribute/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

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

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

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

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