

NAME

TITLE
000-000-0000 / EMAIL / CITY, STATE, ZIP

Profile

I am a Dermatology Medical Assistant with five years of experience. Throughout my work, I've gained extensive knowledge of dermatological medical terms. I was involved in multiple procedures to assist dermatologists. I am also well-familiarized with clerical duties, including tracking patient records and receiving and making phone calls.

Experience

Dermatology Medical Assistant - Skin Labs/ Location

MONTH YEAR - Present

- Maintained patient records and scheduled appointments through electronic medical records.
- Collected blood samples and specimens and sent them to labs for testing as requested by the attending physician. I complied with the clinic's labeling policies to uphold standards.
- Assisted dermatologists with surgical procedures, such as cryosurgery, mole removals, and biopsies. I prepared the examination room by sterilizing equipment and disposing of contaminated supplies.
- Communicated with patients through email and phone regarding scheduling appointments. I responded to incoming calls regarding inquiries about treatments or professional medical advice per the physician's instructions.
- Updated my knowledge of medical terminologies throughout my participation and collaborative work with Registered Nurses.

Dermatology Medical Assistant - Derma Clinics/ Location

MONTH YEAR – MONTH YEAR

- Answered patient inquiries regarding doctor recommendations and skin care procedures through multiple channels, such as phone and email.
- Greeted patients and guided them to their appointed dermatologist via the clinic's cloud-computing record system.
- Performed phlebotomies and specimen extractions to send them for lab testing. I promptly followed up on the results and sent them to the assigned dermatologist.
- Navigated through administrative duties, such as filing paperwork and contacting medical billers for insurance information. I responded to patient queries regarding the clinic's insurance policies as well.
- Educated psoriasis, eczema, and acne patients on treatment per the dermatologist's recommendations.

Project Experience

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Education

Associate Degree in Medical Assistance - Penn Foster Career School

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

DEPARTMENT - SCHOOL

May 2009

- GPA: LIST
- AWARD
- AWARD

Skills

Expertise

- Electronic Medical Records (EMR)
- Phlebotomy
- Medical Terminology Knowledge
- Organization
- Interpersonal

Licenses & Accreditations

Licenses Licenses & Accreditations

- Certified Clinical Medical Assistant (CCMA)
- Certified Phlebotomy Technician