

NAME

TITLE

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

Profile

I am a Medical Assistant specializing in fertility care with approximately six years of experience. My skill set includes IVF assistance, SHGs, and andrology care. I primarily supported physicians during operations. My communication skills have allowed me to educate patients regarding the procedures for preparation and treatment.

Experience

Fertility Medical Assistant - Family Clinics/ Location

MONTH YEAR - Present

- Assisted clients through the pre and post-operation procedures. I advised them of the physician's instructions and recommendations.
- Familiarized patients with the In Vitro Fertilization (IVF) cycle start list by educating them on treatment protocols, medications, and scheduling. I ensured that patients met the requirements before proceeding with the IVF procedure.
- Monitored patient records and scheduled appointments through the medical software system.
- Communicated with the Registered Nurse and attending physician about any patient complications. I provided inconsistent lab results, ultrasound findings, and patient concerns.
- Prepared the examination and surgical rooms by sterilizing the region according to clinical standards. I disposed of any contaminated items.

Medical Assistant - Care Hospital/ Location

MONTH YEAR – MONTH YEAR

- Communicated with sperm donor patients. I assisted in sperm preparation for IVF and IUI patients.
- Supported attending physicians during Saline Infusion Sonohysterogram (SHG) procedures, biopsies, and cyst aspirations.
- Conducted daily andrology quality control measures to ensure the maximum health of patients. I monitored the procedure through extensive patient records and tracking systems.
- Coordinated with medical care providers and billers regarding insurance coverage. I responded to patients' questions about their insurance as well.
- I communicated with patients through email and phone about lab test appointments and results.

Project Experience

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Education

Associate Degree in Medical Assisting - American National University

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

DEPARTMENT - SCHOOL

May 2009

- GPA: LIST
- AWARD
- AWARD

Skills

Expertise

- Problem-Solving
- Verbal and Non-Verbal Communication
- Customer Service
- Administrative Proficiency
- Organization

Licenses & Accreditations

Licenses Licenses & Accreditations

- CPR Certification
- Certified Clinical Medical Assistant (CCMA)