

Jane M. Smith

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EDUCATION

B.S. Health Systems Management- University of Baltimore, Baltimore, MD May 20xx
Certification, Accelerated Nonprofit Management- Duke University (*National Association of Professional Women*)

A.D. General Studies- Montgomery College, Takoma Park, MD, 20xx

Medical Assistant Certificate- Sanford Brown Institute, Landover, MD, 20xx

SKILLS AND CERTIFICATIONS

Patient Transport
Insurance Verification
Sterilization Techniques
Charting Patient

Billing and Coding
Specimen Collection
Taking Vitals
Meditech

E-Clinical Works
First Aid/CPR/AED
Scheduling
Medical Records

HEALTH CARE EXPERIENCE

FRONT DESK CLERK, *People's Community Health Centers*, Baltimore, MD, xx/20xx-xx/20xx

- Schedule appointments, prepare bills, verify insurance, and receive payment for medical services.
- Assist patients with PCP change, insurance company changes, and maintain patient records manually and using Centricity/GE EMR.
- Apply and explain sliding fee scale information to uninsured patients.
- Record, collect, and reconcile patient medication log and all monies.
- Prepare, distribute, and maintain insurance materials related to healthcare changes.

HEALTHCARE MANAGEMENT INTERN/VOLUNTEER, *Greater Baltimore Medical Center*, Towson, MD, xx/20xx-xx/20xx

- Scheduled appointments and verified Medicaid insurance.
- Updated and maintained paper patient records manually and using the Meditech system.
- Recorded treatment information in patient records.
- Prepared new patient materials and charts.

RADIOLOGY INTERN, *Suburban Hospital*, Bethesda, MD, xx/20xx-xx/20xx

- Prepared patients for procedures by verification of identity and explaining X-ray process.
- Stocked, sterilized, and disinfected radiology equipment and supplies.
- Prepared procedure materials, and assisted technologist during radiological procedures.
- Under direct supervision, performed X-rays of the chest, lungs, knee, pelvis, hand, leg, and foot.
- Processed X-rays using PACS digital system.

DENTAL INTERN, *Dr. Anna Gumbs, Gums Dental Care*, Silver Spring, MD, xx/20xx-xx/20xx

- Scheduled appointments, prepared bills, and received payment for dental services.
- Completed insurance forms and maintained patient records manually and using a computer.
- Recorded treatment information in patient records.
- Prepared patients, sterilized and disinfected instruments, and set up instrument trays.
- Prepared materials, and assisted dentist during dental procedures.

PATIENT TRANSPORTER, *Hobart West Solutions*, Washington Hospital Center, Washington, DC, xx/20xx-xx/20xx

- Coordinated communication between patients, family members, medical and administrative staff.
- Delivered messages, medications, and documents between departments.
- Lifted and assisted others to lift patients to move them on or off beds, examination tables, surgical tables, and stretchers.
- Cleaned and sanitized patient rooms, equipment, bathrooms, examination rooms, or other patient areas. Changed soiled linens, such as bed linens, drapes, or cubicle curtains.
- Collected and transported infectious or hazardous waste in closed containers for sterilization or disposal, in accordance with applicable law, standards, or policies.

ADDITIONAL EXPERIENCE

Student Assistant, *University of Baltimore, Achievement & Learning Center*, Baltimore, MD, xx/20xx-xx/20xx

Student Assistant, *University of Baltimore Career & Professional Development Center*, Baltimore, MD, xx/20xx-xx/20xx

Student Assistant, *Montgomery College*, Silver Spring, MD, xx/20xx-xx/20xx

Administrative Clerk, *U.S. Census Bureau*, Washington, DC, xx/20xx-xx/20xx

Site Manager, *DC Dept. of the Environment*, Washington, DC, summer 20xx-20xx