

KAREN RICE 40 Hickory Hill Lane, Glen Carbon IL 62035 • 555-555-5555 • Karenpr4@yahoo.com

CERTIFIED MEDICAL ASSISTANT

CMA with wide experience in a large family medical practice. Recent additional certification as a respiratory technician. Prior experience in home health care as an outreach CMA.

Specific strength in nurturing and skilled patient care

Specific strength in organizational effectiveness, to include:

- Office Management, bookkeeping/filing, billing & coding, digital records management
- Patient/physician scheduling
- HIPAA & JCAHO Regulations

EDUCATION

Lewis & Clark Community College, Alton, IL. – AA Medical Technology, 2008

CMA Certification, 2008

Respiratory Technician Certification, 2010

CPR – 2009 – Present

Edwardsville High School

Edwardsville IL, High School Diploma, 2006

Professional Experience

Glen Carbon Family Practice, Glen Carbon IL

Certified Medical Assistant

Currently serve as a team member of a large family practice of 8 physicians, 2 Medical Practitioners, 4 Registered Nurses, and 5 CMA's. Responsible for med tech duties as well as office administrations functions.

Results

- Rating of "Excellent" for efficiency in administrative duties on performance evaluations.

- Ratings of "Excellent" in areas of patient medical history records, performing vitals and testing, injections, hematology, urinalysis, EKG's, sigmoidoscopies, CBC screens
- Rating of "Excellent" on patient care and nurturing
- Maintained equipment
- Preparation for JHACO credentialing visitations

"...Karen is an invaluable member of our team and demonstrates the ability to take initiative, to put patient care as a top priority, and to contribute to the overall organizational effectiveness of the office. She is both professional and committed..." **Charles Moreland, MD, Glen Carbon family Practice**