

[First Last Name]

[City, State] | [email@example.com] | [Phone Number]

PROFESSIONAL SUMMARY

[Detail-oriented **Medical Assistant** with [X] years of experience supporting physicians in fast-paced outpatient and clinical settings. Skilled in **vital signs assessment, EHR documentation, rooming patients, and clinical procedures** while maintaining strict adherence to infection control and HIPAA standards. Recognized for strong patient communication, efficient workflow coordination, and collaborative teamwork with providers and nursing staff.]

PROFESSIONAL EXPERIENCE

[Certified Medical Assistant] | [ABC Family Medicine Clinic]

[City, State] | [MM/YYYY] – [Present]

- [Room an average of [XX] patients per day, obtain and document vital signs, chief complaints, medical history, and medication lists in [EHR System Name], improving provider readiness and reducing average visit time by [X] minutes.]
- [Assist providers with in-office procedures including [EKGs, injections, wound care, suture removal, and specimen collection], ensuring proper labeling, documentation, and adherence to OSHA and infection control protocols.]
- [Coordinate patient flow by managing check-in, scheduling follow-up appointments, and processing prescription refill requests, contributing to a [X%] decrease in same-day cancellation rate and improved patient satisfaction scores.]

[Medical Assistant] | [XYZ Multispecialty Practice]

[City, State] | [MM/YYYY] – [MM/YYYY]

- [Prepared exam rooms, maintained inventory of clinical supplies, and ensured equipment was cleaned, disinfected, and calibrated according to clinic standards, helping reduce procedure delays and improving readiness for daily schedules.]
- [Performed front- and back-office duties including patient intake, insurance verification support, and accurate data entry into [EHR/Practice Management System], minimizing documentation errors and supporting timely billing.]
- [Educated patients on basic treatment plans, pre- and post-procedure instructions, and chronic disease self-care (e.g., [diabetes, hypertension]), reinforcing provider guidance and enhancing patient understanding and adherence.]

EDUCATION

[Diploma / Certificate in Medical Assisting] | [Name of Technical School or Community College]

[City, State] | [MM/YYYY] – [MM/YYYY]

- [Completed coursework in anatomy & physiology, medical terminology, clinical procedures, phlebotomy basics, pharmacology fundamentals, and medical office administration.]
- [Successfully completed [XXX]-hour externship in an outpatient clinic setting, assisting with patient intake, vital signs, EHR documentation, and basic clinical procedures under supervision.]

[High School Diploma / GED] | [Name of High School]

[City, State] | [Graduation Year]

SKILLS

- Clinical Skills:** [Vital signs measurement, patient rooming, injections/immunizations, EKGs, specimen collection, basic wound care, sterilization and infection control procedures]
- Administrative Skills:** [Appointment scheduling, patient intake and registration, insurance/benefits verification support, medical records management, basic billing support, faxing and scanning clinical documents]
- Technology:** [Electronic Health Records (e.g., [Epic, Cerner, eClinicalWorks]), practice management systems, Microsoft Office (Word, Excel, Outlook), multi-line phone systems]
- Regulatory & Safety:** [HIPAA compliance, OSHA and infection control standards, proper documentation practices, handling of PHI, sharps and biohazard disposal protocols]
- Communication & Patient Care:** [Clear patient communication, active listening, empathy, explaining procedures and instructions, de-escalation and service recovery, working with diverse patient populations]

- **Teamwork & Organization:** [Collaboration with physicians, nurses, and front-desk staff; time management; multitasking in high-volume clinics; prioritizing tasks and managing patient flow]

PROJECTS & CLINICAL HIGHLIGHTS

[Clinic Workflow Improvement Initiative] | [ABC Family Medicine Clinic]

[MM/YYYY] – [MM/YYYY]

- [Collaborated with providers and front-desk staff to streamline patient check-in and rooming sequence, standardizing vital signs documentation templates in the EHR and helping reduce average wait time by approximately [X%.]

[Preventive Care Outreach Support] | [XYZ Multispecialty Practice]

[MM/YYYY] – [MM/YYYY]

- [Assisted in identifying patients due for vaccinations and preventive screenings within the EHR, contacting patients and documenting outreach, which supported increased completion rates for [flu shots / wellness visits] over the project period.]