



MA

MADY M. ASSIST

MEDICAL ASSISTANT | MA@GMAIL.COM

SUMMARY

Bilingual (English/Spanish)
Medical Assisting trainee with extensive front office and accounts payable/receivable experience.

EDUCATION

**CERTIFICATE • JUNE 2015 •
AMERICAN INSTITUTE
MEDICAL ASSISTING**

**CERTIFICATE • MAY 2011 •
SERVFAST COMPUTERS
BOOKKEEPING**

EXPERIENCE

MEDICAL ASSISTANT EXTERNSHIP • ST. JOSEPH'S HOSPITAL • 2015

**ACCOUNTS PAYABLE / ACCOUNTS RECEIVABLE •
UNBEATABLESALES.COM • 2011 - 2015**

- Record, maintain and verify invoices.
- Reconcile, bill/post charges, refunds, rebates; resolve discrepancies/credit card disputes.
- Balance, submit daily/weekly expense, discrepancy, closing, journal and cashier reports.
- Process credit requests; submit completed requests to Controller for final approval.
- Handle all copying, emailing, tax exempt forms and filing.
- Handle inbound/outbound phone calls and perform other administrative duties as assigned.

SKILLS

CLINICAL: Vital Signs, Charting, Lab Procedures, Specimen Collection/Testing (Urinalysis), Phlebotomy, Glucose Tests, Injections, EKGs

ADMINISTRATIVE: Insurance Verification and Claims Management, Medical Terminology, Billing/Coding, Phones, Filing, Faxing, Postage/Label Machines, Copiers/Scanners

SOFTWARE: EMRs, Microsoft Office, AS400, CLS, RAS, Opera PMS, Delphi, CRT, Fidelio, KwickCheck 1.0, Stone Age Order Manager, Turbo, Nextag, Access, MS DOS, Windows, Lotus Notes, QuickBooks, Prime, Century/Tiny Term, MFG Pro/Production, Peachtree, Visual One, Opera PMS, EBC Report Writer, NJDOHSS EBC, Health Stream, Compucare, Affinity, Quantitative Sentinel, Power Chart and LDS systems.

MEDICAL LAW AND ETHICS: Legalities, HIPAA and OSHA Regulations

CERTIFICATIONS: American Heart Association First Aid/CPR (2015), CCMA (2015)



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TWITTER HANDLE



555-555-5555



LINKEDIN URL