

Evelyn Henderson

1234 Monroe Street

Chicago, IL

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MEDICAL ASSISTANT

Accts Payable/Receivable	File/Record Maintenance	Medical Terminology	Physician Assistance
Chart Updating / Auditing	Front Desk Registration	Monitors (Holter/Events)	Sterilization Procedures
Data Entry	ICD and CPT Coding	Nebulizer / Neurology	Triage
Dosage Calculations	Infection Control	Pain Management	Urinalysis & Hemocult
EKG / AED / Spirometry	Injections	Patience Relations	Urology
Family Practice	Lab Equipment Operation	Patient Scheduling	Vital Signs

ACCOMPLISHMENTS

- Spearheaded the Annual Flu Clinic for **3 consecutive seasons**.
- Serves on the Associate Satisfaction Committee to develop ways to raise employee morale.
- Performs quarterly proficiency tests on equipment and achieves a **100% score** every time.
- Sacrifices off-days to cover for Medical Assistants that were overwhelmed or off work.
- Covers for the Family Medicine side as well as Internal Medicine of the firm **3 hours per day**.
- Assists **Family Practice** side during transition to EMR.

EXPERIENCE

Patient Care

- Researches and recommends cost-efficient places to get prescriptions filled.
- Escorts patients to examination rooms and prepares them for the physician.
- Prepares and administers medications as directed by a physician.
- Collects tissue and other laboratory specimens, logs the specimens, and sends them to the lab for testing.
- Explains treatment procedures, medications, diets and physicians' instructions to patients.

Procedures

- Executes daily tests on the AED and Spirometry.
- Conducts monthly inventory of medical supplies.
- Performs general office duties such as answering telephones and completing New Patient and Patient Prescription Assistance forms.
- Ensures that rooms are properly stocked.
- Mails out test results/orders to Assisted Living Facilities and Group Home for special needs patients.
- Responds to written and telephone requests for prescription refills, prescription assistance programs, and questions to physicians.
- Authorizes drug refills and provides prescription information to pharmacies.

Computer Skills

- Allscripts EMR
- Microsoft Word / Excel / PowerPoint / Outlook / Windows Vista & XP
- People Soft

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EDUCATION

Indiana Business College Medical Assistant Associate of Applied Science / GPA 3.8 Dean's List/Honor Roll	Indianapolis, IN
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RELATED EMPLOYMENT HISTORY

St. Vincent's Professional Network Medical Assistant / Internal Medicine Practice <i>5 Physicians / 25-30 patients per physician each day</i>	Indianapolis, IN 08/2007 to Present
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Externship at JWM Neurology Medical Assistant in Training	Indianapolis, IN 04/2007 to 06/2007
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ADDITIONAL EMPLOYMENT HISTORY

Borns Management New Home Specialist	Indianapolis, IN 01/2007 to 08/2007
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Finishline Corporate Office Accounts Payable	Indianapolis, IN 08/2006 to 12/2006
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Davis Homes LLC Accounts Payable Representative	Indianapolis, IN 12/2003 to 06/2006
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Cobra Electronics Assistant Credit Analyst	Chicago, IL 06/2003 to 09/2003
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Sara Lee Coffee & Tea Food Service Accounts Payable Coordinator	Bensenville, IL 07/1999 to 01/2003
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Alpha Baking Accounts Receivable Clerk	Chicago, IL 01/1999 to 07/1999
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