**SARAH PRICE**

415E, Any Street, Kansas City, Missouri 64106  
contact@anymail.com, (012) 345-6789

**OBJECTIVE**

To obtain a position of Health Assistant where my understanding of advanced medical processes and excellent skills in administration will help the operations of the healthcare facility.

**QUALIFICATIONS**

* Over 4 years experience working as a Medical Assistant.
* Good in Coordinating with the cursing staff and healthcare facility management.
* Skilled in providing general medical assistance.
* Knowledge about tasking processes and medical reconciliations.

**SKILLS**

* Scheduling appointments.
* Accurately filling insurance forms.
* In-depth understanding of the medical processes.
* Good understanding of the medical terminologies.
* Skilled in taking vital signs, height, weight and temperature.
* Good interpersonal communication skills.
* High attention to details.
* Adept at time management.
* Providing Psychological support to patients.

**PROFESSIONAL EXPERIENCE**

**University of Kansas Hospital Clinic – Kansas City, Missouri**  
**(2011-Present)**

*Medical Assistant*

* Organized all the patient examination processes.
* Checked the patient’s height, weight and vitals and maintained a record of the same.
* Took part in the medical examination procedures.
* Assisted the doctors in many medical procedures.
* Educated the patients and family members.
* Acquired all the laboratory samples and prepared the due paperwork.

**Kindred Hospital – Kansas City. Missouri**  
**(2009-2011)**

*Medical Assistant*

* Greeted the patients, their family members and other guests.
* Performed x-ray, Phlebotomy and other tests.
* Maintained a log of all people coming in and going out of the facility.
* Maintained liaison with insurance companies and checked all their transactions.
* Assisted in restocking medical supplies.

**EDUCATION**

* High School Diploma from Kansas City High School
* Medical Assistant Program from Well Springs School of Allied Health

Date:

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Signature of Sarah Price