

Summer Hagy

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OBJECTIVE

Graduate of an AAMA accredited Medical Assisting program seeking an opportunity in a fast paced environment where helping people with their health needs is the top priority

SKILLS PROFILE

- Excellent people skills and thrives on helping to solve problems
- Superb communication skills, verbal and written
- Strong attention to detail and proficient at running and handling office equipment
- Good filing, charting, documenting and organizational skills, along with other office requirements
- CPR and First Aid certified, experienced in the ability to assist residents and clients with activities of daily living
- Experienced in blood drawing, performing lab tests, EKG's, assisting nurses and doctors, taking vitals, and giving injections
- Efficient in billing and coding, and excellent computer skills

EDUCATION

AAS Degree- Medical Assistant July 2008
Rasmussen College- St. Cloud, MN

Certified Nursing Assistant 2005
American Red Cross

EXTERNSHIP EXPERIENCE

Allina Medical Clinic- Coon Rapids, MN April – July 2008

Operation and maintenance of bio-medical equipment
Medical terminology and medication administration skills
Maintained sterile fields and application of dressings
Catheter training (foley and straight cath.)
Suction training (closed tracheostomy, open tracheostomy, nasotracheal)
Wound documentation and dressing care
Specimen collection (urine, feces, sputum)
Pre-operative and post-operative patient care and monitoring
Charting and documentation of patient care
Acute and long-term care experience

RELATED EXPERIENCE

Medical Assistant January 2007 - Present

Dewey, Fixem & Howe, Internal Medicine
Minneapolis, MN

- Performed vitals, drew blood, performed EKG's, various lab tests, and injections
- Efficient filing, charting, and documenting
- Assisted doctor with examinations and procedures
- Billing and coding via the computer's internet, created referrals, appointment scheduling, took incoming calls and messages while running front desk

Receptionist

February 2005 – January 2007

Home Care Providers of the Triangle
Coon Rapids, MN

- Answered phones and greeted customers. Directed calls to the appropriate designations
- Sorted and forwarded mail and performed various errands for the doctors and nurses
- Assisted with infants and toddlers in the lobby