

Yaritza Gutierrez, MA

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Objective: Obtain a position as a bi-lingual medical assistant where I can have an opportunity to effectively maximize my acquired medical assistant skills, training, and experiences.

Summary:

- Knowledge of Medical Terminology, Anatomy and Physiology, and Basic Pathology
- Knowledge of Medical Insurance, Medical Law and Ethics
- *Dedicated to helping others; sensitive and responsive to people's needs*

Education:

Lincoln Technical Institute, Philadelphia, PA
Medical Assistant, Diploma,

June 2014

Awards and Certificates:

- Clinical Medical Assistant
- Current Red Cross CPR
- Certificates for EKG Burdick
- Certificates for Health Insurance Portability and Accountability Act (HIPAA)
- Certificate for Occupational Safety and Health Administration (OSHA)
- Phlebotomy Technician Trainin**Clinical/ Administrative Skills:**
- Concept of Medical Database Medisoft- Medical Records Data Entry
- Basic Pharmacology, EKG, Aseptic Techniques, Specimen Collection, and Hematology
- Knowledge of PC Application Microsoft Word/Excel
- CMS-1500 Forms and ICD/CPT coding

Professional Work Experience:

July-2018

Dr.Laureano Garcia, Philadelphia

August-2016

Obtained patient vital statistics, Performed EKGs. Performed phlebotomy techniques. Assisted in patient registration by taking confidential medical information. Performed filing and operated office equipment and sent out refferals. Acted as translator for office personnel(Spanish)