

Sarah Johnson, CMA

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Certified Medical Assistant

A motivated and personable Certified Medical Assistant with a background in various healthcare environments. Possess exceptional interpersonal relationship and listening skills combined with a passion for helping others and strong focus on providing premium patient care. A detail-oriented and quality-driven team player who strives to complete all assigned duties effectively and efficiently in a fast-paced environment.

Qualification Highlights

- Medical Office Management
 - Medical Billing & Coding
 - Medical Records management
 - Data Entry (10,000 KPM)
 - Bookkeeping & Filing
 - Taking Patient Vital Signs
 - Blood Draws
 - Injections
 - Patient Scheduling
 - HIPAA & JCAHO Knowledge
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Education, Certification & Training

AAMA Certification CMA - Medical Assistant School, Milwaukee, WI 5/2006

- Financed 100% of education through part-time employment and student loans
- Developed strong practical skills through a 90 day internship at Dr. Carter's Family Practice Office

Phlebotomy Certification - Milwaukee Technical College, Milwaukee, WI 5/2004

- Earned certification with highest possible passing score

Certification in First Aid & CPR - Milwaukee Technical College, Milwaukee, WI 5/2004

- Completed all clinical tests at 98% or above.

High School Diploma - Thomas Jefferson High School, Milwaukee, WI 9/2002

- Maintained 3.85 GPA and graduated in top 5% of class
 - Earned high distinctions in biology
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Professional Experience

Certified Medical Assistant, ABC Family Medical Practice, Milwaukee, WI 8/2006 – Present

Serve as a key member of interdisciplinary healthcare team for a busy family medical practice. Assist seven MDs as well as PA and RN team in ensuring optimal patient care and smooth daily functioning of office.

- Effectively manage administrative responsibilities, allowing health care staff to focus on patient care.
- Maintain responsibility for reception, scheduling appointments, medical record keeping, patient processing, billing and bookkeeping.
- Interview patients and record medical histories and vital signs.
- Perform venipuncture, give injections and conduct various diagnostic procedures.
- Dispose of contaminated supplies, and sterilize medical instruments.
- Instruct patients about medication or special diets, remove stitches, and change dressings.
- Conduct ancillary tests such as EKGs, immunoassays, chemistry analysis, hematology, urinalysis and sigmoidoscopies.

Registered Phlebotomy Technician XYZ Clinic, Milwaukee, WI 8/2004 – 5/2006

- Collected patient blood samples in a safe, sanitary manner for diagnostic testing.
- Disposed of blood or other biohazard fluids or tissue, in accordance with laws and policies.
- Documented route of specimens from collection to laboratory analysis and diagnosis, ensuring accurate record keeping in chain of handling.