**Bob Loblaw**

1428 Elm St., Amarillo, TX 79109

806.867.5309, loblaw@gmail.com

**SUMMARY OF SKILLS**

CMA with experience in multiple healthcare facilities. Known for dedication to providing outstanding patient care. Skills include:

* Medical Office Management
* Medical Billing & Coding
* Medical Records Management
* Data Entry
* Bookkeeping & Filing
* Taking Patient Vitals
* Blood Draws
* Injections
* Patient Scheduling
* Ancillary Testing
* Patient Education
* HIPAA & JCAHO Knowledge

**EDUCATION**

Clinical Medical Assistant: Certificate, Expected May 2017

Amarillo College, Amarillo TX

**CLINICAL EXPERIENCE**

Multiple Healthcare Clinics, Amarillo, TX

Clinical Intern, Spring 2017

* Handled multiple administrative duties: answered phones, scheduled appointments, maintained medical records, processed patients, billed patients
* Took patient medical histories and vital signs as well as performing venipunctures, injections, and various diagnostic procedures and ancillary tests (e.g., EKGs, immunoassays, chemistry analysis, hematology, urinalysis and sigmoidoscopies)
* Ensured the cleanliness, sanitation, and maintenance of all facilities and exam rooms
* Reacted calm and effective in emergency situations and added a personal and caring touch that would immediately put patients at ease

**LICENSE**

AAMA – CMA: Expected May 2017

**WORK EXPERIENCE**

Texas Tech University Health Sciences Center, Amarillo TX

Data Clerk, August 2012 – Present

* Reviewed and translated HCFAS/UBs claims
* Interpreted insurance provider contracts
* Filed claims using MediTech software

**COMPUTER SKILLS**

Microsoft Office: Word, PowerPoint, Excel, and Publisher