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# MARY EVANS

☎ XX XXXXXXXX XXXXXXXX ☎ XXX.XXX.XXXX ☎ XXX.XXX.XXXX ✉ xxxxxxxxxxxx@yahoo.com

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## ~ PROFILE ~

AREA OF FOCUS: MEDICAL FIELD

High-powered, dedicated, and articulate professional offering strong qualifications and extensive experience in medical and business administration including processing, maintaining, compiling, and reporting patients information for health requirements and standards. Hardworking and intuitive professional dedicated to achieving objectives without compromising healthcare quality through effective utilization of managed-care concepts, contract services, and delivery systems. Possess profound knowledge of administrative and clerical procedures and systems. Flexible and team-oriented with excellent communication, interpersonal, time management, and listening skills.

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## SUMMARY OF QUALIFICATIONS

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- Working knowledge of computer applications including Windows 95/97, 2000, Windows NT as well as Microsoft Word, Excel and Power Point.
- Demonstrate exceptional ability to read and comprehend complex instructions, correspondence, and medical record documents in English.
- Remarkable ability to use logic and reasoning in identifying the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Sound ability to understand complicated written instructions, memoranda, and policy statements.
- Excellent skills in the use of more complex machines such as personal computers.

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## PROFESSIONAL EXPERIENCE

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KAISER PERMANENTE ▪ RICHMOND, CA

**OUTPATIENT MEDICAL RECORDS CLERK**

**JAN 2008-PRESENT**

- ❖ Assume full responsibility in compiling, verifying, typing, and filing medical records of outpatients.
- ❖ Review medical records for completeness; assemble records into standard order, including files records in designated areas according to applicable alphabetic and numeric filing system.
- ❖ Locate, sign in and out, and deliver manually or through fax medical records requested by multiple hospital departments.
- ❖ Operate and maintain all department equipment and computers to enter and retrieve data as well as type correspondences and reports.
- ❖ Perform help desk functions such as answering phone calls and directing it to appropriate parties.
- ❖ Provide assistance in orienting and training new employees; guide and acquaint employees with the administrative systems and processes of the hospital.
- ❖ Act as Scanner and Indexer with responsibility in organizing, preparing, and sorting documents to be scanned; scanning documents to be entered into the computer system for indexing; as well as performing visual quality review of each scanned document and sending any mis-scanned or illegible documents for re-scanning.

BAY AREA SURGICAL SPECIALIST ▪ WALNUT CREEK, CA

**MEDICAL OFFICE CLERK**

**2007-2008**

- ❖ Served as medical office clerk to five different surgeons with responsibility in preparing patients charts for upcoming appointments; verifying all information is in the charts prior to the patients' arrival; and documenting paperwork such as X-ray's, CT and PET scans, EKG's, pathology reports, laboratory work progress notes, OP reports, discharge summary, as well as physical history forms.

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- ❖ Verified all appointments through calling patients to remind of their appointments with the surgeons.
- ❖ Delivered physicians' instructions, dictations, as well as medical records through fax to primary care physician (PCP) and insurance companies.
- ❖ Upheld and maintained records of incoming and outgoing radiology films and CDs.
- ❖ Manipulated and took control of multiple phone lines and facsimile machines.

SUTTER DELTA MEDICAL CENTER ▪ ANTIOCH, CA

**VOLUNTEER**

**2005-2006**

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- ❖ Volunteered as administrative staff for the hospital and assumed various responsibilities such as typing, filing, data entry, answering telephone calls, as well as faxing medical documents and records.
- ❖ Rendered assistance to the hospital staff through performing various medical functions such as checking patients' blood pressure.
- ❖ Assisted to some hospital programs such as health fairs through putting together numerous packets.

BOSTON REED ▪ ST. HELENA, CA

**LEAD MEDICAL ASSISTANT**

**2003-2006**

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- ❖ Provided assistance in facilitating classroom instructions and teaching clinical skills.
- ❖ Maintained and monitored all laboratory and classroom equipment through maintaining accurate inventory.
- ❖ Administered ordering of all the medical supplies throughout the semester.
- ❖ Oversaw and worked collaboratively with other medical assistants to ensure achievement of educational objectives of the university.

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## EDUCATION

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**Registered Nursing Program Prerequisites (GPA: 3.6)**

**Medical Terminology Course**

Los Medanos College ▪ Pittsburg, CA: 2007

*Member of the Honors Club*

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## TRAININGS, SEMINARS AND CERTIFICATION

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**Certification in Medical Assistant Course**

Boston Reed ▪ St. Helena, CA: 2003

*Graduated at the top of the class*

**Internship**

Brentwood Medical Group ▪ Brentwood, CA: 2003

**Annual Compliance Training**

Kaiser Permanente ▪ Richmond, CA: 2008

**Los Medanos College Nursing Seminar**

**BLS for Healthcare Professionals**

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## AFFILIATIONS AND ACTIVITIES

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**Director/ Praise and Worship Leader, Seed of Faith Christian Church**