

## Summary

My name is Dimple Civitello. I'm 33 years old and looking forward to take a position of Medical Assistant Health Advocate in your company. I'm certified in American Board Opticianary(ABO) certification . With over 11 years of experience in Administrative front office knowledge and Draw blood and assist with various skills. .

# Civitello Dimple

## Medical Assistant Health Advocate

## Expirience

### Medical Assistant Health Advocate 2016 to Present Woronoco Medic , Scotia, NE

- Demonstrates true engagement and enthusiasm to contribute toward the care delivery needs for patients
- BLS certification required upon hire and must be kept current throughout employment
- Performs basic clerical duties including answering the phone, maintaining records, and filing
- Must be able to work under minimal supervision and make independent decisions using good judgment
- Assists in orienting new employees and temporary pool staff to job responsibilities
- Actively participate in continuing education, required meetings and participates in committees as requested

### Certified Medical Assistant, Family Practice 2015 – 2016 Londonderry Hospital , Parks, NE

- Medical Assistant or Certified Nurse Assistant or Patient Care Technician equivalent clinical training preferred
- Handle multiple-lined telephone system for a number of staff members in a professional and courteous manner
- Schedules appointments and enters appointment date and time into computerized scheduler
- Fulfills requests for medical records by printing and faxing or mailing to the requestor
- Sort and distribute laboratory results to ensure they reach the proper destination

🏠 422 4th Rosholt Street,  
Harrisburg, NE 88203

📞 901-882-8182

✉️ d.civitello@medicalfieldjobs.com

in civitello-dimple-8412172

## Skills

- Administrative front office knowledge
- Draw blood and assist with various skills
- Knowledge of medical office procedures and process
- Effective communication and customer service skills
- Knowledge of Practice Management Systems

## Reference

### Auces Ethyl

Head of Healthcare  
Woronoco Medic

📞 196-248-8011

✉️ e.auces@medicalfieldjobs.com

### Large Carmine

Head of Healthcare  
Londonderry Hospital

📞 835-793-5088

✉️ c.large@medicalfieldjobs.com

**Certified Medical Assistant / LPN**  
**Cocolalla City Clinic , Collins Center, NY**

2012 – 2015

- Performs basic clerical duties including answering the phone, maintaining records, and filing
- These responsibilities may be carried out using the electronic medical record (EMR) system or manually as necessary
- Efficiently operate office equipment, i.e. fax, photocopy machine, etc
- Attains/maintains competency in point of care testing performed within the practice
- Assists in the maintenance of medical charts (filing, Op Reports, test results, home care forms)

**Medical Assistant Intern**  
**Gumpert Clinic , Cassadaga, NY**

2010 – 2012

- Participate in various quality driven initiatives within USMD and collaborate together to achieve high level patient outcomes
- Provide patient care based on practice guidelines, standards of care, and federal/state laws and regulations
- Mature judgment and the ability to handle confidential information with Florida Hospital guidelines and application regulations
- Observes patient's condition and reports progress or significant changes to the health care provider

**Medical Assistant / Farm Hills Internists**  
**Mahnomen City Hospital , Pelahatchie, MS**

2008 – 2010

- Abstract pertinent clinical information from medical records prior to patient visits as requested
- Collects blood specimens from patients and instructs patients on collection of other specimens requested for analysis
- 4 Responsible for patient chart documentation in accordance to policies and procedures
- Highly motivated self-starter with the ability to work with a minimal guidance or direct supervision

## **Education**

**Degree in Healthcare specialisation**  
**University of Ludington, MI**

2004 – 2008