

# Joshua Walsh

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## Objective

- Obtain a position utilizing my skills to gain experience to further my career, with opportunities for growth within my Medical Assisting scope.

## Education

**Carrington College**, Citrus Heights, CA  
Medical Assistant Certification Program

2015-2016

**Victory High**, Rocklin, CA  
High School Diploma

2014

## Awards & Certificates

- Medical Assisting Certificate
- HIPAA Certification
- CPR/ First Aid Certification

2016

## Acquired Clinical Skills

•Vital signs	•Patient Scheduling	•Inventory Control	•Urinalysis
•Sterile Techniques	•Wearing proper PPE	•Venipuncture	•Audiometry
•Patient Positioning	•Injections	•Hematology testing	•EKG's
•Tray set ups	• Medical term	•Multi phone lines	•Day sheets
•HIPAA compliance	• Snellen chart(s)	•PE work-ups	•Spirometry
•Patient charting	•Patient Trans	•Strep test	•Glucose testing
•Draping	•Range of motion	•First aid/ CPR	•Capillary puncture
•Autoclaving	•Administering Meds		•Preparing/Pulling files
•Instrument Knowledge		•Wound care/Bandaging	

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### Acquired Admin skills

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•Microsoft office	•Medical billing and coding (ICD 9/10)	• Fax/Email/Copy/Scan
•Medi SOFT	•Epic	•Encounter form
•Documentation	•Keyboard (60 wpm) • Insurance claims	• Bookkeeping

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### Employment experience

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#### **KFC – Customer Service Rep**

*Jan, 2012-Aug, 2016*

- Cleaned tables and work stations
- Skillfully promoted items and beverages
- Maintained complete knowledge of menu items
- Opening/closing the restaurant
- Provided friendly and attentive services

#### **Sacramento Occupational Medical Group- Medical assistant**

*Sept, 2016- Oct, 2016*

- extern from Carrington college
- performed all above stated bullet points

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### Reference

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Teacher/ Ms. Murphy PH: (916) 585-7769

Extern supervisor/ Tammi PH: (650) 353-0834