

# 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
- Medi SOFT
- Documentation
- Medical billing and coding (ICD 9/10)
- Epic
- Keyboard (60 wpm)
- Clerical duties
- Insurance claims
- Fax/Email/Copy/Scan
- Encounter form
- 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 friends 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