Rubbia Rais, Medical Assistant

Address: 3748 Midvale Ave Apt 7. Los Angeles, CA 90034

Email: rubbiarais100@gmail.com

Cell: (310) 936-7276

*Career Objective*

To seek an entry-level medical assistant position where I can utilize front and back office skills as well as provide quality patient care and administrative procedures with a growing medical practice that offers room for growth and advancement.

*Technical Skills*

Vital Signs, Phlebotomy Techniques, Injections and Medication Administration, Electrocardiograms, Sterile Fields, Specimen Collections/Handling, Centrifuging, Sterilization/Autoclave, Visual Acuity, Glucose Testing, Urine Collection, Tray Set Up Knowledge, Properly Handle Biohazards, and most familiar with front office duties.

*Bilingual: English/ Urdu,* Translate, Microsoft Word Programs, Type 38-47 WPM, Medical Terminology, Medical Billing/Coding, Telephone Etiquette, Appointment Scheduling, Multitask, Patient Education, Punctual, Team Player, Positive Attitude, HIPAA Compliant.

*Work Experience*

*Volunteered at Emergency Room*12/2017 to 04/2018

Kaiser Permanente, Los Angeles CA

* Organize the patient rooms and triage.
* Helped patients when they wanted water, extra pillow, and blanket.
* Made copies of different forms for patients.
* Shadowed doctor and triage nurses.

*Externship*

Extern Cite at Danny Benmoshe M.D. Inc 1/30/2020 to 3/04/2020

2001 Santa Monica Blvd Suite #880 W, Santa Monica CA 90404

* Verifying Insurance
* Scheduling appointments
* Cancelling appointments
* Checking copays/ open balances
* Prior Authorizations for medications
* Prepare Botox injections
* Patient Chart
* Disability Forms
* Request medical records for patients

*Womens Healthcare Associate 3/16/20*

1245 16th St Suite #300, Santa Monica CA 90404

* Checking in patients/ checking out patients
* Insurance Verifications
* Prescription Refill
* Collecting copay/ open balances
* Sending medical records for patients
* Requesting medical records
* Scheduling appointments
* Canceling appointments
* Preparing charge slips

*Educational Background*

Medical Assistant, American Career College, Los Angeles, CA 06/2019 to 3/04/20

Prerequisites, West LA Community College, Culver City, CA 09/2015 to 06/2019

Culver City High School, Culver City, CA Completed 2015

*Trainings*

* HIPAA Certificate
* BLS/ CPR American Heart Association
* Phlebotomy Training Card

*Awards*

* Student Ambassador Award

*References*

Brenda Clydesdale

Student Career & Services

(323) 906-2293

bclydesdale@americancareercollege.edu

Jamison Wallington

Assistant Director of Education

(714) 510-0589

[jwallington@americancareercollege.edu](mailto:jwallington@americancareercollege.edu)

Jesse Ochoa

Externship Coordinator

(323) 805-4669

[jochoa@americancareercollege.edu](mailto:jochoa@americancareercollege.edu)