Angel Barber-EL

2211 Retreat Ct.

Edgewood Maryland 21040

443-418-0480

Angelbarberel@gmail.com

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RE: Pediatric Medical Assistant

To whom this may Concern:

I am a student at fortis institute I am interested in obtaining Medical Assistant Internship Training in the pediatric department. I would like to work in a healthcare setting where I will be able to utilize my skills and knowledge to the fullest. With over 22 years of experience working with children in a busy child care setting, I am sure that I will be a great addition to the medical practice. I am aware of limitations and challenges that comes with working with pediatric patients as well as their parents. I believe in taking my work seriously as I understand the implications of having the future of a child at your hands. This career change from teaching to treating is interesting and I’m exciting to join the nursing family. Although I loved teaching and Interacting with children every day and monitoring their growth and development Becoming a Pediatric or obstetrician nurse has always been a dream of mine. I have been trained extensively through the department of MSDE in understanding the different stages of growth and development in children. This insight has often helped me handle difficult situations with children, coming out shining in my endeavors to help them, calm them down and perform necessary medical duties if needed. I am well-versed in performing area-specific duties, including but not limited to:

• Skilled in performing clerical tasks, greeting patients and answering phone calls.

• Well versed in checking in patients and verifying insurance information.

• Familiar with appointment scheduling procedures.

• Adept at collecting co-payments and balances via credit card, cash or check.

• Excellent skills in obtaining vital signs.

• In-depth knowledge of drawing blood.

• Hands-on experience in preparing patients charts and obtain reports of test results.

• Thorough understanding of methods pertaining to keeping rooms stocked and neat.

• Strong knowledge of processing urine, blood and other specimens.

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medical testing, EKG- Mono testing- Vena puncture- Vital signs- immunization- strep test- PPD- intramuscular injections- subcutaneous injections- intradermal injections- basic wound care-scheduling- administering medications- specimen collection- medical terminology- surgical prep, urinalysis -Spirometry- Snellen eye test- suture removal- OSHA- HIPAA- AED/CPR and First Aid certified- Sid Training/ Infant safety- Medication Administration- ADA- Emergency Preparedness- Supporting Breast Feeding- 90hr certification-MA Certification. As a highly competent Medical Assistant, I would bring a fun loving service-focused and hard-working attitude to this role. In my current position, I work hands-on with children between the ages of 6 weeks through 12 years. Children are my passion and making a difference in the lives of our children is my goal.

It would be a pleasure to meet with you in person to give you a more detailed view of my abilities, please feel free to call me at 443-418-0480 if you need additional information.

Sincerely,

Angel Barber-EL