**Caitlin Ducharme**

**Medical Assistant**

625 Spring Lake Rd. ■ Glendale, RI 02826 ■ 401-636-2859 ■ caitrose1028@aol.com

**KEY SKILLS**

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| --- | --- |
| Clinical Skills: | Venipuncture ■ Vital Signs ■ Blood Glucose Monitoring ■ Injections - SC/IM/ID ■ Patient Education ■ Blood Specimen Collection ■ EKG ■ Urinalysis ■ Minor Office Surgery Assisting ■ Medication Administration ■ Wound Care ■Covid, Flu, and Strep tests.  |
| Office Skills: | Microsoft Office Suite (Word, Excel, PowerPoint) ■ Practice Management Systems ■ Data Entry (38 WPM) ■ Insurance Verification ■ Filing and Records Management ■ Telephone & Front Desk Reception ■ Appointment Scheduling Inpatient/Outpatient |
| Certification: | CPR and First Aid Certified ■ HIPAA Certified ■ RMA Certified |
| Languages: | Fluent in English and French. |

**EDUCATION**

**Penn Foster September 2021-February 2022**

*Medical Billing & Coding*

*Certificate Program*

**University of Arizona GC September 2020- Present**

*Healthcare Administration*

 *Bachelor of Arts*

**Southern New Hampshire University                                         September 2017- August 2020**

*Healthcare Administration*

*Bachelor of Science*

**Lincoln Technical Institute, Lincoln, RI                                       August 31 – April 2017**

*Medical Assistant Certificate* – 3.95 GPA

   *900 Hour Clinical and Administrative Program*

**PROFESSIONAL EXPERIENCE**

**Village Medical – January 2022 – Present**

*Registered Medical Assistant*

* Triage, EKG’s, Immunizations, SARS, strep, and flu tests, etc

**WellOne Medical & Dental October 2021 – January 2022**

*Registered Medical Assistant*

* Vitals, rooming patients, EKG’s, Immunizations, prior authorizations, chart updates, ETC

**Milford Regional Medical Center  *October 2020- October 2021***

*Medical Assistant*

* Vitals, rooming patients, scheduling, prior authorizations, procedures

**Ophthalmic Surgeons Ltd.          February 2019- October 2020**

*Front Desk Receptionist*

* Insurance referrals, check-in and check-out, booking appointments

**Greenville Foot and Ankle Specialists     August 2018 - February 2019**

*Medical Assistant*

* x-rays, appointments, scanning, ordering supplies, rooming patients

**New Horizon Medical               September 2017- May 2018**

*Medical Assistant*

* Phlebotomy, EKG’s, Front desk, RMR’s, V02 Testing, Vitals, Scanning, Urinalysis

**Park Square Urgent Care                 July 2017 - December 2017**

*Medical Assistant- per diem*

* wound care, injections, front desk, strep and flu swabs, EKG’s, Vitals, Urinalysis

**Dunkin Donuts, Harrisville, RI     August 2013 – May 2017**

* Greet Customers, Prepare food and drinks, Clean

**VOLUNTEER EXPERIENCE**

* Volunteered for 72 hours of Community Service for the group S.A.D.D.

* Completed my externship at Miriam Hospitals Men’s Health Center