

JENNIFER RYJEWSKI

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EXPERIENCE

JULY 2010 – DECEMBER 2022

MEDICAL ASSISTANT, PRONGER SMITH / DUPAGE MEDICAL / DULY HEALTH

Responsible for administrative and clinic duties for a group physician clinic.

MARCH 2010 – JULY 2010

MEDICAL ASSISTANT, CENTURY EAR, NOSE AND THROAT

Responsible for clinical duties in ENT office.

NOVEMBER 2003 – MARCH 2010

ASSISTANT MANAGER, BATH AND BODY WORKS

Responsible for sales and supervision, and assisted store manager in operations and scheduling.

EDUCATION

MAY 2009

MEDICAL ASSISTANT CERTIFICATE, MORAIN VALLEY COMMUNITY COLLEGE

CMA Certified through AAMA.

MAY 1991

DIPLOMA, REAVIS HIGH SCHOOL

SKILLS

- ADMINISTERING INJECTIONS AND VACCINES
- ASSISTING PHYSICIAN WITH MINOR IN OFFICE PROCEDURES
- COMMUNICATING TEST RESULTS TO PATIENTS
- PLACING PHYSICIAN ORDERS IN EMR
- CLEANING, PREPARING, AND STOCKING OF EXAM ROOMS
- SCHEDULING PATIENT APPOINTMENTS
- COORDINATING HOME HEALTH CARE SERVICES
- FILLING APPROPRIATE MEDICATION REQUESTS
- ADDRESSING PATIENT CALLS
- HANDLING AND SORTING INCOMING OFFICE MAIL
- OBTAINING PRIOR AUTHORIZATIONS FROM INSURANCE AND GENERATING PATIENT REFERRALS
- PERFORMING EKG'S AND CLIA APPROVED LAB TESTS
- OBTAINING PATIENT MEDICAL HISTORY AND VITALS