



# REBECCA MOECK

MEDICAL ASSISTANT (MA)

## PROFILE

I'm a courteous, pleasant and effective individual seeking the position of a Medical Assistant. I'd like to have an opportunity to use my understanding of advanced medical procedures, and excellence in administrative tasks in order to manage the facilities operations effectively.

## CONTACT

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10641

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## SKILLS

Patient Chart Management  
EKGs & Diagnostic Imaging  
Administer Vaccinations & Medications  
Administrative Support Process  
Claims Receipt Records  
Insurance Coding Scheduling

## EDUCATION

New York University  
Master of Education / 2012-2016

## WORK EXPERIENCE

### MEDICAL ASSISTANT

WILLIAM BEAUMONT HOSPITAL, WHITE PLAINS, NY | MAR. 2015 - PRESENT

- Checking in patient/entering demographics/vitals.
- Perform diagnostic procedures when ordered.
- Given the correct and verify immunizations.
- Keeps exam/procedure rooms stocked/set up according the departmental guidelines.
- Obtain the patient's medical record following appropriate procedures.
- Check the patient's vital signs, to include temperature, respiration, pulse, weight and blood pressure.

### MEDICAL ASSISTANT

NY PAIN & SPINE, WHITE PLAINS, NY | APR. 2009 - DEC. 2014

- Obtained patient blood, urine and saliva specimens for various tests, including drug screens.
- Prepped Patients and equipment necessary for lumbar injections, as well as recorded patient vitals, complaints and medications in EMR.
- Provided pre- and post-operative care.
- Monitored expiration dates of all supplies and sample medications.
- Set up immunization medications and readied patients for injections.
- Daily verification of benefits and eligibility for scheduled patients.
- Maintained and updated spreadsheets to help organize payment and collections information.

## LICENSE/CERTIFICATES

- Nationally Registered Certified Medical Assistant (NRCMA).
- Certified Surgical Technician NRCST.

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