

Amy J Johnson, CMA (AAMA)

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Objective: To obtain a position in a position that I can continue to grow my knowledge, education, and experience to be used to meet and exceed the goals of the organization.

Summary of Qualifications

- Versatile in high-pressured environments and excellent communication skills with a diverse community.
- Computer software skills: Microsoft Software Products, **Cerner**, **Epic (Superuser)**, ReadySet, and data entry.
- Familiar with common medical office equipment; multi-phone line, scheduling books, Xerox printers, fax and copy machines.
- Knowledge and continuous education of medical terminology, procedures, anatomy, and diseases of the human body.
- Clear understanding of compliance of *HIPAA Privacy Act*.

Education

Davenport University

Grand Rapids, MI

Bachelor of Science

Currently Attending – May 2019

Emphasis: **Nursing**

GPA: 3.54 – Dean's List: Fall 2016, Winter 2017, Fall 2017, & Winter 2018

Associate of Applied Science

Sept. 2016

Emphasis: **Medical Assisting**

CUM GPA: 3.45 – Dean's List: Fall 2013 & President's List: Spring/Summer 2015 & Fall 2015

Grand Rapids Community College

Grand Rapids, MI

Associate of Arts w/MACRAO

Emphasis: **General Studies/Transfer**

Aug. 2012

CUM GPA: 3.129 –Dean's List: Winter 2010

Byron Center High School

May 2009

Diploma

Clinical Rotations/Externship

Nursing Clinical Rotations

Meijer Heart Center; 6 Heart; Med Surg II – Grand Rapids, MI

Feb. 2018 – Apr. 2018

Saint Mary's Hospital; Surgical OR; Med Surg II – Grand Rapids, MI

Jan. 2018 – Feb. 2018

Saint Mary's Hospital; 4 Lacks; Med Surg I – Grand Rapids, MI

Sept. 2017 – Dec. 2017

Forest View Mental Hospital; Mental Health – Cascade, MI

Jan. 2017 – Apr. 2017

Medilodge of Wyoming; Fundamentals – Wyoming, MI

Sept. 2016 – Dec. 2016

Medical Assistant Externship

Spectrum Health Colorectal Surgery Office – Grand Rapids, MI

May 2016 – July 2016

Work Experience

Spectrum Health: June 2015 – Current

Grand Rapids, MI

Certified Medical Assistant; Employee Health & Urgent Care
Nurse Technician; Digestive Diseases
Medical Office Support; Surgical Services

Clinical

- Triage/Room patients and assess severity of injury or acuity of the chief complaint presented. Assisting providers with patient care and conducting point of service tests.
- Conducting health assessments which include vitals, vision testing, respirator fit testing, immunizations, blood drawn for titers/antigens, and urine drug screen.
- Assisting patients with ADLs, blood glucose monitoring, taking care of and educating patients on drains/ostomy care, straight cathing, and removing IVs.
- Verify patient medical history, patient education for pre-operation instructions, and EKGs.

Clerical

- Epic Superuser; assist coworkers in the department with any Epic software questions.
- Appropriately document in patients charts results, procedures, documentation, and communication.
- Follow-up tasks for newly hired employees for vaccinations, TB tests, post-exposures, and work-related injuries.
- Indexing incoming history and physicals, med evaluations, physician orders, and diagnostics for all patients' surgery encounters.
- Chart building for all patients having surgery at Butterworth, Meijer Heart Center, Helen Devos Children's, and Blodgett Hospital.

Huntington National Bank: Apr. 2012 – June 2015

Grand Rapids, MI

In-Store Personal Banker/ Teller

- Relationship Manager for all clients, resolution specialist, informs clients about promotions and tools to build financial responsibility.
- Operation specialist to maintain cash flow, cash handling, audits, and inventory.

Certifications

American Association of Medical Assistants:

Certified Medical Assistant; Exp: Aug. 2021

American Heart Association:

Advance Cardiac Life Support (ACLS); Exp: Mar. 2020

Basic Life Support (BLS); Exp: May 2019

Tuberculosis Screen Certified; Exp: Sept. 2018

Kent County, MI Notary; Exp: Apr. 2020

Community Involvement

Davenport University Student Nurses Association; Board Member

Feb. 2017 – Present

- Volunteering with health care related community service work throughout the entire year and raising money for specific causes/awareness around the Grand Rapids area.

Great Lakes Weimaraner & Pet Tales Rescue

Sep. 2012 – Present

- Volunteer at local pet expos and a foster parent.