

Marilyn Holt

Certified medical Assistant CMA AAMA

Terre Haute, IN 47803

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Authorized to work in the US for any employer

Work Experience

Certified Medical Assistant (CMA)

Union Health - Terre Haute, IN

December 2021 to Present

Neurology Office- primary nurse, answering phone messages, completing Pas, rooming patients, handling supply closet

Certified Medical Assistant (CMA)

Gastroenterology Associates - Terre Haute, IN

June 2021 to December 2021

Checked pts in and out, Roomed pts, Took vitals, completed med Pas, request clearance for surgery, performed fibroscans

Pre-Anesthesia Testing

Union hospital - Terre Haute, IN

September 2020 to June 2021

I work up chart for patients having surgery at union hospital, WVSC, and union hospital clinton. I order any testing that needs done before surgery and call patients with surgery instructions. I also help out on joint class two days a week.

CMA

Pediatric Office - Terre Haute, IN

March 2020 to September 2020

Room patients, perform vision test, and hearing test, give vaccines, urine dips, chart EMR, take phone message off answer machine, PAs, set up appointments and diagnostic imaging.

CMA

Terre haute internal medicine - Terre Haute, IN

August 2017 to March 2020

Responsibilities

I'm the doctor's only nurse, I room my pts, take vitals, write scripts, take calls, submit PA on cover my meds, injections, autoclave, EKGs, spirometry, and bone density scans. EMR program is e-clinical

Certified Medical Assistant (CMA)

Terre haute internal Medicine - Terre Haute, IN

August 2017 to March 2019

Responsibilities

Primary Nurse, Roomed Pts, PAs through Cover my Meds, Pre-cert on Dx imaging, Injections, Answered Phone Messages, send PAs, Autoclaving, Spirometry, Performed bone density scans, Did Weight loss programs with patients, Assisted with Hormones therapy pellets inserts

911 Dispatcher

Vigo county

May 2017 to August 2017

Dispatched calls out to fire and police for 911

Certified Medical Assistant (CMA)

Rehab Associates of IN - Indianapolis, IN

July 2016 to May 2017

Roomed patients for a pain management office and helped on Neurology side. Helped pre-cert pain Injections for procedures and did medication PAs on CMM

CMA

Terre Haute Internal Medicine - Terre Haute, IN

September 2015 to July 2016

Responsibilities

I'm the doctor's only nurse, I room my pts, take vitals, write scripts, take calls, send PAs, injections, autoclave, spirometry, and bone density scans

Direct Support Associate

Mosaic - Terre Haute, IN

December 2014 to December 2015

Provide transportation

- Assist with personal hygiene
- Housekeeping
- Meal preparation
- Medication administration

- Manager- Burger King June 2014 to December 2014

West Terre Haute, Indiana

- • People Management
- Monitored food preparation
- Supervised and participated in kitchen and dining room cleaning
- Resolve customer complaints
- Cash Management
- Train new employees

Externship

Cork Medical Center - Marshall, IL

May 2015 to July 2015

Answered calls

- Checked in patients
- Performed Vital Signs

- Gave injections
- Took patient history
- EKGs

Manager

Subway - Clinton, IN

July 2013 to June 2014

Controlled food inventory

- Performed food preparation
- Conduct Interviews
- Ensured good customer service
- Maintained highly clean restaurant at all times

Home Health Aide

Comfort Keepers - Terre Haute, IN

July 2009 to August 2011

Monitored Patients conditions

- Assist with personal services
- ADL
- Patient and family education
- Excellent Patient Care
- Provided detailed and accurate written reports to agency

Phlebotomist

Grifols Biomat Plasma Donation Center - Terre Haute, IN

July 2009 to May 2010

Verified Patients

- Performed venipuncture
- Maintain safe, secure and healthy work environment
- Quality assurance and control
- Took vital signs
- Disposing of used needles

Education

Bachelor's degree in Healthcare Administration

SNHU - New Hampshire

August 2022 to Present

Associate of Applied Science in Medical Assisting

Ivy Tech Community College - Terre Haute, IN

2012 to 2015

Skills

- Vital Signs

- Patient Care
- Injections
- EMR
- EKG
- Filing
- Microsoft Word
- Receptionist
- Venipuncture
- Infection Control Training
- Medical Billing
- Medical Scheduling
- ICD-10
- Meal Preparation
- Medical Records
- Phlebotomy
- Medical Office Experience
- Insurance Verification
- CPT Coding
- Laundry
- Medical terminology
- EMR systems
- Medication administration
- Intake
- Documentation review

Languages

- English - Expert

Certifications and Licenses

Certified Medical Assistant

June 2021 to July 2026

CPR

April 2022 to April 2024

Drivers License

CMA (AAMA)

July 2021 to July 2026

AED Certification

BLS Certification

Additional Information

Skills and Certifications

- Communication
- Listening
- Emotion control
- Critical thinking
- Infection control
- Keyboarding
- Blood Draw
- Taking Patient vitals
- HIPPA knowledge
- Patient scheduling
- Medical Coding and Billing
- Telephone Techniques
- Injections

TB Basic Validation Card- Issued by the American Lung Association in Indiana
Expires: June 18, 2018

CPR- Issued by American Heart Association
Expires: Sept 2022

Certification- Certified Medical Assistant Issued by the AAMA
Expires: June 2026