

ELIZABETH MURPHY

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OBJECTIVE

I am a level-headed professional who remains calm and in extremely difficult and stressful situations. An efficient, motivated worker with a highly effective communication style, whom also demonstrates strong time management and prioritization skills.

SKILLS & ABILITIES

- I Microsoft Word
- I Microsoft Excel
- I Medisoft Systems
- I 50 + WPM
- I Appointment Scheduling
- I Basic Charting
- I Receptionist
- I Pharmacology
- I Phlebotomy
- I HIPAA Certified
- I OSHA Certified
- I ICD-9 & CPT Coding
- I CPR/Q-Map certified
- I Dementia and Alzheimer's knowledge
- I Tubule feedings and medications familiarity
- I Wound care specialist
- I EKG
- I Behavioral/Safety Care

EXPERIENCE

10/2010-6/2013

2/2018-8/2018

Choice Livings Services – Medical Assistant/Program Coordinator

Aurora, CO

- Promoted to Vocational Manager upon rehire
- Training developmentally disabled individuals to be able to obtain a job in their community
- Cared for clients with diagnoses such as respiratory failure, diabetes, Parkinson's disease, and muscular dystrophy
- Performed direct patient care aimed at increasing comfort, psycho, social and spiritual well-being by providing assistance with personal hygiene, physical comfort, nutrition, elimination, prevention of skin breakdown, rehabilitation and safety

8/2013-12/2013

A Better Life Experience - Medical Assistant / Program Counselor

Thornton, CO

- Documented objective data and routine aspects of patient care.
- Helped residents programming goals and increase their independence.
- Maintained accurate records of patient care, condition, progress and concerns.

6/2014-12/2014

Lymphedema & Wound Care Institute – Medical Assistant

Webster, TX

- Charting, certified lymphedema wraps and circulation pumps

4/2015-8/2017

Health Restoration & HR Pain Management – Office Manager

Westminster, CO

- Receptionist then promoted to office manager within the 1st month of employment
- Hiring, scheduling, payment processing, billing & coding

EDUCATION

Medical Assisting Diploma: Healthcare – Class of 2010

Everest College - Colorado