

Amina Patel

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SUMMARY

Detail-oriented Medical Assistant with over 5 years of experience in supporting healthcare teams to deliver exceptional patient care. Proficient in electronic health record (EHR) management and clinical procedures, recognized for improving operational efficiency and enhancing patient satisfaction.

EXPERIENCE

Medical Assistant

Jan 2022 - Present

HealthFirst Clinic, San Francisco, CA

- Increased patient satisfaction scores by 25% through improved appointment scheduling and follow-up procedures.
- Streamlined clinical workflow, reducing patient wait times by 15% through effective triaging and preparation.
- Maintained accurate patient records using Epic EHR, ensuring compliance with HIPAA regulations.

Medical Assistant

Mar 2019 - Dec 2021

Wellness Medical Group, Oakland, CA

- Assisted in over 2,000 patient consultations, contributing to a 30% increase in clinic revenue.
- Implemented a new inventory management system that reduced supply costs by 20%.
- Conducted patient education sessions that improved medication adherence rates by 40%.

Clinical Assistant

Jun 2016 - Feb 2019

Bay Area Family Practice, Berkeley, CA

- Supported physicians in preparing for procedures, decreasing procedural time by 10% on average.
- Developed a patient follow-up protocol that improved appointment compliance by 35%.
- Performed lab tests and administered vaccinations, ensuring compliance with state regulations.

EDUCATION

Bachelor of Science in Health Sciences

May 2018

University of California, Berkeley, Berkeley, CA • GPA: 3.7

SKILLS

Technical Skills: Patient Care, Vital Signs Monitoring, EHR Management, Phlebotomy

Tools & Frameworks: Epic EHR, Meditech, Microsoft Office Suite