



Michael Carter

Detail-Oriented Cardiology Medical Assistant With Expertise in Heart Health

Dedicated Cardiology Medical Assistant with eight years of experience supporting cardiologists in diagnosing and treating cardiovascular conditions. Skilled in conducting electrocardiograms (EKGs), preparing patients for stress tests, and educating individuals on heart health management. Adept at maintaining accurate patient records and ensuring compliance with cardiac care protocols.

CONTACT INFORMATION



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LinkedIn



City, ST

EDUCATION

- Associate of Applied Science (A.A.S.) Medical Assisting | May 2016

City College | City, ST

KEY SKILLS

- EKGs and stress tests
- Blood pressure and heart rate monitoring
- Cardiac patient education
- Medication reconciliation
- EHR documentation

PROFESSIONAL EXPERIENCE

Cardiology Medical Assistant | Heart & Vascular Specialists, City, ST
March 2018 - Present

- Conduct EKGs, stress tests, and Holter monitor fittings, ensuring accurate data for cardiologist evaluations
- Educate patients on lifestyle modifications, including diet and exercise, reducing hospital readmissions by 20%
- Assist with medication reconciliation, ensuring accurate records for over 300 patients per month

Medical Assistant | City Cardiology Clinic, City, ST
June 2016 - February 2018

- Recorded patient vitals and medical histories, improving accuracy in cardiac risk assessments
- Assisted in coordinating patient referrals for echocardiograms, catheterizations, and other diagnostic tests
- Managed front-office administrative duties, including appointment scheduling and insurance verification

CERTIFICATIONS

- Certified Medical Assistant (CMA) | AAMA | June 2016
- Basic Life Support (BLS) | American Heart Association | June 2016
- Certified EKG Technician (CET) | NHA | August 2017