

# Vy Phan

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## Profile

I am a graduate medical assistant student from UEI College . My goal is to expand my knowledge and my skills.

## SKILLS

- Taking Vital Signs
- Injections
- Exam Room Set Up
- OSHA Guidelines
- Take Medical History & Assist with Patient Forms
- Vital Signs & Measurements
- Patient Identification
- Medical Histories
- Taking payments
- Rooming Patients
- Appointment Scheduling

## Education

### UEI College - Medical Assistant Program

- Administrative Medical Assisting Duties
- Introduction to Anatomy & Physiology  
Office Environmental Safety, Infection Control and Laboratory
- Psychology and Special Senses
- Medical Management
- Clinical Medical Assisting Duties
- Pharmacology and Office Emergencies
- EXTERN - 250 Hours

## Work Experience

### Skin Heaven Med Spa - Business Assistant

June 6 2023 - March 22 2024

- Filing Charts
- Social Media Content

### Anaheim Medical Weight Control - Medical Assistant

February 27, 2024 - May 21, 2024

- Filing Charts
- Vital Signs
- Injections
- Front Office duties
- Rooming Patients

## **Prospice Medical Center ( Orthopedic ) - Medical Assistant**

July 6, 2024 - January 23, 2025

- Scheduling patients
- Front and back office duties
- Chief Complaints
- Vital Signs
- Urinalysis Testing
- Sending Medication orders
- Room Preparations
- Rooming Patients

## **CERTIFICATIONS**

### **CPR**

Present

### **HIPAA**

Present

### **OSHA**

Present