

KARAN DRAHN

Independence, OR 97351

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503-409-0436

Qualified Skills

- Energetic, motivated, honest and a skilled team member with strong work ethics
 - Enjoy working with people at all times in a variety of settings with excellent communication skills
 - Proficient of Word Perfect, Microsoft word, Epic, GE Centricity, NextGen and Practice Fusion
 - Accurate at keeping EMR records and processing messages
 - Able to multitasks effectively with problem solving skills
 - Process accounts payable and receivable
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Relevant Experience

- Brought patients back to exam room and obtain vital signs with patient history through EMR process
- Cleaned and stocked exam rooms; ordered and stocked all medical and drug supplies
- Administered routine injections along with children's vaccines
- Processed VFC (Vaccines for Children) forms to Health Department and medication prior authorizations
- Prepared surgery room for minor surgeries and assisted doctors with procedures
- Cleaned and sterilized surgical instruments for office surgeries
- Assisted doctors with removing post-operative bandages, pins and sutures
- Scheduled patients for surgeries at the hospital and obtained insurance authorizations
- Completed workers compensation forms with correct coding
- Refilled prescriptions to pharmacies by EMR method or phone
- Triageed patient medical phone call questions
- Served on OSHA Safety Committee as Chairmen and Secretary

Front Office

- Scheduled patients for appointments with address and insurance information
- Called medical offices and insurance companies with insurance referrals
- Processed receipts for insurance co-pays; answered and directed phone messages
- Retrieved and updated patient information and medication list on charts for next day appointments
- Operated multi-line phone system with excellent phone etiquette

Lab Skills

- Managed daily operations of lab
 - Drew blood samples and processed specimens for hospital lab pick up
 - Performed throat cultures, urinalysis, rapid urine pregnancy tests and hematocrits
 - Processed paper work for lab request with proper coding
 - Forwarded all printed critical lab results to physician right away
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Education/Certificates

AA Medical Assistant/AA General Studies	Mt. Hood Community College	May1995
AAMA Certified Medical Assistant Certificate	Certificate No. 0062274	July 2022
Health Care Provider CPR	Samaritan Health Services OR 15052	Apr 2019

Work History

WVP Doctors Clinic	Back Office Medical Assistant	2017-2019
Salem Free Medical Clinic	Clinical Volunteer	2008-2017
Salem Cardio Vascular Associates	Back office Medical Assistant	2011-2016
Oregon State Society of Medical Assistants	President	2014-2015
Barrett Business Service Inc.	Front/Back office Medical Assistant	2008-2011