

# Megan Sullivan

Boston, MA

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LinkedIn

Gastroenterology medical assistant with over four years of experience assisting in endoscopic procedures, managing patient prep for GI exams, and educating patients on digestive health. Skilled in EHR management, specimen collection, and pre-procedure instructions.

## Professional Experience

### Gastroenterology medical assistant

Massachusetts Digestive Health, Boston, MA

August 2019 - Present

- Assist in endoscopic and colonoscopy procedures, ensuring proper patient positioning and safety
- Educate patients on pre-procedure dietary restrictions, reducing appointment cancellations by 20%
- Handle specimen collection and processing, improving lab test turnaround time by 30%
- Update EHR records with procedure details, improving data accuracy

### Medical assistant intern

Boston GI Associates, Boston, MA

January 2018 - July 2019

- Assisted in patient intake, gathering medical histories and symptoms related to digestive disorders
- Provided administrative support, scheduling over 100 GI procedures per month
- Assisted nurses in monitoring post-procedure recovery and patient comfort

## Education

Boston University, Boston, MA

Associate of Applied Science in Medical Assisting

## Key Skills

- Assisting with colonoscopies and endoscopies
- Patient preparation for GI procedures
- Collecting and processing stool and blood samples
- EHR documentation and patient history intake
- Educating patients on dietary guidelines and digestive health

## Certifications

- Certified Medical Assistant (CMA), AAMA
- Endoscopic Technician Certification (CBET)