



Megan Sullivan

Gastroenterology Medical Assistant

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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

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|--------------------------|---|--|
| August 2019 - Present | Gastroenterology medical assistant | Massachusetts Digestive Health, Boston, MA |
| | <ul style="list-style-type: none">Assist in endoscopic and colonoscopy procedures, ensuring proper patient positioning and safetyEducate 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 | |
| January 2018 - July 2019 | Medical assistant intern | Boston GI Associates, Boston, MA |
| | <ul style="list-style-type: none">Assisted in patient intake, gathering medical histories and symptoms related to digestive disordersProvided administrative support, scheduling over 100 GI procedures per monthAssisted nurses in monitoring post-procedure recovery and patient comfort | |

Education

Associate of Applied Science in Medical Assisting
Boston University, Boston, MA

Key Skills

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

Certifications

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