# Objectives

I am seeking a position as a Medical Assistant that allows me to utilize my training and experience and gives me the opportunity to expand my knowledge, my clinical and interpersonal skills.

# Experience

TPMG Interventional Pain Treatment Center Newport News, Va.

***Medical Assistant***

10/2019-Current

Duties and responsibilities consisted of clinical duties such as preparing rooms between patients, obtaining vitals, documenting chief complaints, assist Physician with patient injection therapy, assess patient after injection, documenting in patient’s EHR using NexGen software, work up patient referrals,labeling and using centrifuge to prepare specimens for LabCorp, DME, authorizations, answering calls and assisting the Physician.

## EVMS Sleep Medicine Norfolk, VA

***Medical Assistant-Temp***

02/2019-09/2019

Duties and responsibilities consists of checking in patients, taking vitals, record vitals in EMR(Allscripts and IDX software), write/fax orders to DME companies, download patients CPAP( Continuous positive airway pressure) data(ResMed and Respironics software) patient history, scan patient info to EMR chart, complete task list daily, answer calls, respond to voicemails, mailing patients clinical summaries and assist Physicians and Nurse Practitioner.

Physiatry-Sports and Family Medicine Chesapeake, VA

***Medical Assistant/Phlebotomist***

06/2016-12/2018

Duties and responsibilities consisted of front desk and back of the office. Preparing rooms between patients, obtaining vitals, documenting chief complaints, drawing blood, labeling and using centrifuge to prepare specimens for LabCorp and Sentara, AC1 checks, ear irrigations, nebulizer, EKG’s, EMR, scheduling/check in and out patients, DME, insurance eligibility, authorizations, answering calls and assisting the Physician.

Self-Employed Portsmouth, VA

***Hair Stylist***

02/2004-08/2016

Duties consisted of ordering products, scheduling balancing books, fulfilling clients request for service which included many types of hair styling, shampoo/conditioning and educating clients on how to care for hair and scalp

**Education/Certificates**

## Everest College, Chesapeake, VA 3.8 GPA **Medical Assistant** 08/2016

*Certified Medical Assistant* #R2C2W2G4 Expiration: 04/26/2020

S.H. Clarke, Portsmouth, VA **General Education Diploma** 09/2007

**Skills**

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| * Vital Signs
 | * Insurance Authorization
* DME
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| * Venipuncture(Butterfly, Syringe and Capillary)
 | * Appointment scheduling
* Patient Education
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| * Urinalysis
 | * CPT and ICD 9-10 coding
 |
| * Medication administration/Injections
 | * Filing/Faxing/Scanning
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| * Compliant with HIPAA and OSHA guidelines
* Type 40 wpm
* EMR Charting
 | * Collection of Payment
* CPR/AED Certified
* Phone Etiquette
* Multi Line Telephone
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**References**

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