**[Medical Assistant Data Entry](https://www.postjobfree.com/resume/adzgmv/medical-assistant-data-washington-dc)**

**Location:**Washington, DC

**Posted:**September 04, 2023

**Contact Info:**

latoismith@gmail.com

+1-202-830-9580

[pdf](https://www.postjobfree.com/resume-download/adzgmv?output=pdf) [docx](https://www.postjobfree.com/resume-download/adzgmv?output=docx) [txt](https://www.postjobfree.com/resume-download/adzgmv?output=txt" \o "Download Text File)[**Email to me**](https://www.postjobfree.com/contact-candidate/adzgmv/medical-assistant-data-washington-dc?etr=)

Top of Form

Your Email: cs@advanceqt.com [change email](https://www.postjobfree.com/change-email)

**Subject:**Response to your resume Medical Assistant Data Entry

Message 

Job Description (optional) 



Bottom of Form

**Resume:**

LaToi Nicole Smith

Columbia, MD 21045

latoismith@gmail.com

+1 202 830 9580

Work Experience

Certified Medical Assistant/ Patient Care Coordinator Johns Hopkins Center for Sleep - Columbia, MD

March 2023 to Present

• Schedule patients for laboratory tests and consultations.

• Relay information to patients regarding preparation for laboratory tests and examinations.

• Coordinate visits either within the department or between several departments. Telephone and interview patients and/or family members to obtain accurate pre-registration information and to confirm appointments.

• Verify and enter pre-registration and insurance information into the computer system and prepare daily printed schedules for designated areas.

• Obtain and/or verify patient's demographic data by phone or in person.

• Confirm appointments by telephone and/or mail.

• Fill vacancies due to cancellations.

• Obtain pre-certifications as required by patients' health care insurers or managed care providers.

• Register patients for clinical appointments using computerized database.

• Inform patients of costs of care being provided, and guide them to appropriate resources for further information, guidance, or assistance.

• Answer phones and provide routine information to callers.

• If a patient has to be admitted to the hospital, take care of administrative tasks of admission so that the patient may go directly to the floor.

• Collect time of service payments, issues receipts, and prepare cash settlement records.

• Discuss patient charges, if appropriate, with patients and/or patients' families.

• Mail lab and patient result letters, file, create and maintain paper and electronic patient charts, provide accurate and timely messages to MDs, fulfill HIPAA compliant ingoing and outgoing medical records requests, manage incoming and outgoing faxes, provide accurate appointment entry/check in/ check out.

• Participates in the care of the patient, under the direct supervision of the Physician and in collaboration with the healthcare team.

• Collects patient information and assessment data.

• Obtains and records patients vital signs: temperature, pulse, respirations, blood pressure, weight and height.

• Reports assessment findings to practitioner, and records on appropriate documentation forms in a timely manner.

• Obtains additional data from patient and significant other based on initial data collection.

• Performs chart review prior to clinic visit to obtain historical data.

• Monitors patient status recognizing and reporting abnormal findings or changes in condition.

• Organizes patient care activities based on assessment findings.

• Confirms and clarifies written orders prior to implementation of delegated tasks.

• Maintains and uses principles of aseptic techniques and infection control when performing clinical duties and tasks.

• Assists practitioner in identified patient procedures/treatments/examinations, (preparation, positioning, supplies, equipment).

• Proactively problem-solves and identifies solutions to barriers to safety.

• Appropriately obtains and manages specimens, including: labeling, form completion, transport to laboratories, and log maintenance.

• Performs quality control for waived testing. Acts as a trainer for new employee and extern orientation, and coordinates activities related to proficiency for these employees.

• Recognizes emergency situations and implements emergency procedures according to clinic guidelines.

• Administers first aid, CPR, and maintains emergency equipment and supplies.

• Provides appropriate patient education, health information materials and community resource lists as directed, and maintains educational supplies. Identifies patients need for additional information, and refers to appropriate healthcare resources.

• Take pre-visit vitals, including but not limited to, weight, blood pressure, temperature

• Obtain lab results, and under MD guidance, does routine patient notification of results. Salon Manager/Stylist

Akira Clothing Store - Columbia, MD

October 2022 to June 2023

• Recruiting, interviewing, & hiring new employees & managers

• Training, developing, & retaining top-notch employees & managers

• Developing & maintaining a high store morale

• Reinforcing & improving our selling culture through our 5 steps of selling

• Delivering in the moment & written feedback

• Acting as a supreme motivator for employees & managers

• Ensuring store operations and visual presentation are up to AKIRA's standards

• Upholding and enforcing all of AKIRA's policies

• Achieving & surpassing individual sales goals

• Achieving & surpassing the store’s daily, weekly, & monthly sales goals

• Leading by example to promote and exemplify AKIRA’s culture, & code of conduct through our 4 principles

Certified Medical Assistant

Johns Hopkins Community Physicians - Columbia, MD

May 2022 to October 2022

Assist patients to an exam room and prepare patient for examination. Obtain and record pre-examination testing to include height, weight, BMI, and vital signs. Perform delegated clinical tasks including vital signs, urine collection, blood collection, injections, electrocardiograms, and routine dressing changes. Document Control Specialist

GSK - Rockville, MD

October 2021 to May 2022

Store, manage, and track records and documents for government agencies and engineering firms. They also ensure that those documents are accurate and maintain their quality and integrity. Medical Assistant

Howard County Center For Lung And Sleep Medicine - Columbia, MD February 2020 to October 2021

Enhanced patient outcomes by providing knowledgeable education on procedures, medications and other physician instructions. Obtained client medical history, including medication information, symptoms and allergies.

Collaborated with medical and administrative personnel to maintain patient- focused, engaging and compassionate environment. Sanitized, restocked and organized exam rooms and medical equipment. Conducted preliminary evaluations, including measuring weight, temperature and blood pressure, and documented results with accuracy. Maintained detailed records of test results by entering data and patient information into computer. Measured patient pulse oximetry. Escorted patients to examination rooms. Collected histories, vitals and current complaints via patient interviews. Assisted physicians in follow-through of care. Submitted prescriptions to pharmacy via phone, fax or web. Performed clerical duties, such as word processing, data entry and answering multi lined phones. Medical Assistant

Quadrant Inc - Fulton, MD

April 2019 to August 2019

Obtained client medical history, including medication information, symptoms and allergies. Explained procedures to patients to reduce anxieties and increase patient cooperation. Sanitized, restocked and organized exam rooms and medical equipment. Conducted preliminary evaluations, including measuring weight, temperature and blood pressure, and documented results with accuracy. Updated inventory, expiration and vaccine logs to maintain current tracking documentation. Maintained detailed records of test results by entering data and patient information into computer. Kept medical supplies in sufficient stock by monitoring levels and submitting replenishment orders before depleted. Obtained pre- and post- treatment vital signs and weight.

Connecticut Plastic Surgery Group - Surgical Coordinator/ Clinical Assistant/ Front Desk Receptionist, Westport, CT

04/2018 - 03/2019

Greeting patients, answering phones, and making appointments. Receive OR scheduling forms from physicians and compile necessary documents for surgical scheduling packets. Verify patients' eligibility and insurance benefits for proposed procedure and obtain pre-certification if necessary. Review calendar and contact patient to schedule procedure. Review restrictions prior to surgery, pre-admission requirements for testing and medical clearances, collect patients' financial responsibility prior to surgery. Prepare

Medical Assistant/ Detox Technician

Cornell Scott Hill Health Center - New Haven, CT

April 2014 to January 2016

Assists the nursing staff in the responsibility for day-to-day processing of new admissions in triage in a timely and efficient manner. Responsible for monitoring vital signs of clients in triage and acute care

(B/P, pulse, temperature, respiration). Ensures to use appropriate boundaries and respect client rights when performing. Responsible for performing Phlebotomy, Urine Toxicology Screenings and Glucometer Readings. Maintains use of universal precautions and maintains the cleanliness and orderliness of the assigned area. Assists the Nurse Manager in the scheduling of Detox Technicians.

Ensures to report staffing and/or client needs to Nurse Manager/Program Director. Acts as liaison between technician staff and Nurse Manager/ Program Director on assigned projects. Initiates and completes necessary paperwork, in a client centered manner, essential to patient care (e.g. On admission, during inpatient stay or upon close of case). Appropriately escorts clients to activities as required. Provides psychoeducation to the clients as directed by senior staff. Attends meetings as required and participates in in-service and other available educational programs. Performs all other related duties as required. Companion

Goodwill Industries - Bridgeport, CT

August 2012 to May 2014

Provides supervision of and assistance with self-care, medication management, communication, interpersonal skills, socialization, sensory/ motor skills, mobility, community transportation skills, problem solving skills, money management and ability to maintain a household for assigned consumers in the Acquired Brain Injury (ABI) Program.

Medical Assistant

New Haven Pediatrics - New Haven, CT

August 2011 to January 2013

Perform routine duties answering phones, schedule appointments, greet patients, sort mail, and type the doctor's letters and memos. Clinical tasks may include preparing patients for examinations, taking medical histories, and assisting the physician during the examination, explain medical procedures to patients call in prescriptions to pharmacies, collect laboratory specimens. Residential Care Staff

Delta T group - East Hartford, CT

October 2008 to September 2010

Per firm Provided consistent supervision of assigned students to assure safety in all program and non- program areas; facilitated various supportive and educational group activities and/or functions under the direction of a professional with specific responsibility for group activity; provided daily documentation of youth behavior and activities as assigned.

DCF/DDS Mentor and Support Staff

All Pointe Care - Rocky Hill, CT

April 2007 to January 2009

Worked with Consumers with behavioral and emotional problems in school, home, work and community settings. Duties included helping with homework, going into the community to provide one-on-one care, and assisting with personal hygiene.

92A10 Automated Logistical Specialist

US Army - Fort Drum, NY

September 1999 to February 2001

The automated logistical specialist supervises and performs management or stock record/warehouse functions pertaining to receipt, storage, distribution and issue and maintains equipment records and parts. 10pt veteran preference

surgical forms and fax to hospital/surgical center. Obtain testing results and medical clearances for physician review and fax to hospital/surgical center with History and physical. Scan all documents into EMR.Prepare treatment rooms for procedures, walk patients from waiting rooms to examination or treatment rooms.Triage patient. Maintain inventory of medical supplies and materials. Cleaning and sterilizing medical instruments. Apply wound dressings and undress wounds. Coordinated with facilities to set up surgeries for the Plastic Surgeon. Checked patients in and out and collected payments. Received, recorded and addressed incoming and outgoing communication via telephone and email. Carried out front office duties utilizing data entry skills in framework of medical database. Maintained office supplies inventory by checking stock and ordering new supplies as needed. Organized paperwork such as charts and reports for office and patient needs. Collaborated with assistants and doctor to prepare and set up rooms with adequate supplies and equipment. Education

College Degree in Business Administration

American International College - Arizona

Present

Diploma in Medical Assisting

Stone Academy - Hamden, CT

2010

Diploma

H.C. Wilcox Technical High School - Meriden, CT

Skills

• Experience Administering Injections

• EMR Systems

• Medical Office Experience

• Vital Signs

• Medical Scheduling

• Triage

• Patient Care

• Customer service

• Documentation review

• Typing

• OSHA

• EHR systems

• Filing

• Communication skills

• Organizational skills

• Microsoft Excel

• Computer skills

• Microsoft Powerpoint

• Epic

• Writing skills

• Intake

• Data entry

• Document Management

Military Service

Branch: United States Army

Service Country: United States

Rank: E-2

September 1999 to February 2001

Certifications and Licenses

CPR Certification

Certified Clinical Medical Assistant (CCMA)

June 2022 to June 2024

Certified Medical Assistant

BLS Certification

AED Certification