Denise

dclayton123@gmail.com

# Summary

Excellent people skills and thrives on helping to solve problems

Good filing, charting, documenting and organizational skills

Ability to work under pressure and be able to adapt to medical situations.

Experienced in the ability to assist residents and clients with daily living

Assisting nurses and doctors, taking vitals, and giving injections and drawing blood

Superb communication skills, verbal and written

Strong attention to detail and proficient at handling office equipment Experience with EMR, Navinet, prior authorizations and referrals

# Education

**Harrison Career Institute** , Hamilton Township, New Jersey

Medical Assistant

Graduated - July 2012

**GED - 2019**

I learned vital sign ( blood pressure, pulse, temperature, O2), as well as recording patient health histories and personal information. Also administer injections and blood draw , EKG. I received my certification and CPR at the end of school.

# Employment History

**Henry J Austin Health Care Center**

*Certified Medical Assistant* February 2014 – February 2019

I am currently working at Henry J. Austin Health Center to provide quality, community-based, affordable, accessible primary health care services in a culturally sensitive manner with respect and dignity. I work at all 4 sites, my home base is Chambers Manor, I work with three doctor assisting with screening patients, point of care ( a1c, glucose, hep c, u/a, pregnancy, uds and strep) as needed, prior authorizations and referrals, also scheduling patient.

**On Assignment Staffing (Aria Health ENT)**

*Certified Medical Assistant* August 2013 - January 2014

I worked at Aria Health Ent assisting with performing vitals, cleaned scopes, stocked rooms, filing charts, directed patients to get hearing test, scheduling patients. ect

**Lotus Medical Center: Vedat Obuz MD**, Trenton, New Jersey

*Certified Medical Assistant* November 2012 - July 2013

I worked at two of Dr. Obuz offices assisting with performed vitals, drew blood and giving injections, efficient filing, charting and documenting, assisting doctor with examinations and procedures, front desk greeting patients, scheduling appointments, answering multiple phone lines, taking messages,created referrals, etc.

# Professional Licenses & Certifications

Medical Assistant - issued 12/2012, expires 12/2019

CPR - issued 7/2018, expires 7/2020

# Professional Skills

EMR Advanced

EKG Advanced

Drawing Blood Advanced

Computer Entry Advanced

12 lead EKG interpretation Advanced

Patient Monitoring Advanced

Client Communication Advanced

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| CPR CertifiedLanguages | Advanced |
| English References | Native |
| **Henrietta Ode***Office Manager Rn*(609) 384-9069 | Henry J Austin Health CareCenter321 N. Warren St. Trenton NJ08618 |
| **Rebecca Blankstein***Provider / NP*(732) 690-0499 | Henry J Austin Health CareCenter321 N. Warren St. Trenton NJ08618 |