

Nelfi Roa

(786)-991-7550

Yaya547@gmail.com

235 Mentel Terr, Port Charlotte FL, 33952

Objectives

Looking for a position in a fast pace environment that will give me the ability to work and expand my professionalism. As an ambitious and hard-working individual, I am often recognized for my commitment, dependability and enthusiastic team player driven.

Education

Infusion Knowledge University-IV certificate program for Medical Assistants-classes (7/11/2019-9/7/2019)

CPR certified ***Bilingual** English and Spanish.

SouthWestern Vocational Tech- (02/2017-12/14/2017) Certified Clinical Medical Assistant # Y7C3P3E9

Miami Dade College- 6-20 All Lines Claims Adjuster License

American Academy High- High school Diploma

Skills

- Computer knowledgeable in Excel, Microsoft word, and PowerPoint
- Also, possessing experience of the internet, Type 56 W.P.M.
- Meet deadlines accurately in a responsible time frame.
- Demonstrating an excellent attendance and punctuality record.
- Handling duties efficiently and effectively within a timely matter.
- Responsible, reliable and detailed in all aspects, of which are work related.
- Well organized in a systematic way.
- Prioritize the availability to learn quickly and efficiently.
- Availability to work and communicate ideas well with others.

Experience

Center Place Health, Inc

Medical Assistant (2/4/2019-Present)

6950 Outreach way, North Port FL 34287

Help assist OB/GYN providers with clinical and clerical tasks such as patient education, examination preparation, taking vitals, Administering IM injections (Rhogam, Mekena), recording patient medical histories, drawing blood, check fetal heart tones on OB patients, collect urine samples, keep rooms stocked with medical supplies, maintain instruments, and prepare sterilization as required, patient intake and minor in-house procedures (Colposcopy, endometrium biopsy, collecting tissue samples). Also Clean, prepare the patient rooms after discharges for following days' procedures. Make sure all information is completed. Take telephone messages and provide feedback and answers to patients, physicians, and pharmacies.

Also help in other departments when needed, when office is short staff or days not in OB/GYN, within the same office, in Adult health, Lab, and/or pediatrics with rooming patients, obtaining reason of visits, and vitals.

Phlebotomist (06/13/2018-Present)

Bayfront Health Port Charlotte Hospital

2500 Harbor Blvd, Port Charlotte FL, 33952 (941)766-4122

Identify patient verification

Draw patients for Venipunctures and or finger-sticks on pediatric, neonatal, and adults patients.

Responsible for clerical duties, Faxing, answering phones, send/receive specimens through tube system.

Receive and register specimens dropped off to the lab by patients or other medical personnel from other facilities.

Responsible for appropriate specimen Collection.
Use computer information system relating to job functions.
Educate Patient and/or family about specimen collection procedures prior to collecting blood.
Responsible for outstanding specimen pending list, collections. Take action as appropriate.
Proficient in heel sticks on infants.

Medical Assistant (03/05/2018- 6/08/2018)

Luis Fernandez, MD Medical office
2400 Harbor Blvd, Suite 5, Port Charlotte FL 33952 (941)764-7999
Rooming patients, Scheduling, patient preparation, Collecting vital signs,
Give IM Injections, obtaining medical history,
Entering medications, Refilling medications, Scanning, filing documents, requesting Medical records from other facilities, making simple entries into the EMR.

Medical Assistant/Front desk Receptionist (12/04/2017-02/22/2018)

Elite DNA Therapy Services
2721 Del Prado Blvd South, Suite 200, Cape Coral FL, 33904 (239)673-9034
Did Externship/Internship hours at this Medical office
Rooming Patients, Scheduling appointments, Check out patients, Collecting vital signs, Call in Medications to pharmacy, Refilling medications electronically, scanning, filing documents, requesting Medical Records from other facilities, confirming appointments, collecting payments, adding New patients into the system.

ER Admitting Clerk/Registrar (4/03/2017- 6/11/2018)

Bayfront Health Port Charlotte Hospital
2500 Harbor Blvd, Port Charlotte FL, 33952 (941)766-4122
Program Used- Medhost, AS400, Pulse, and Passport eCare Next.
register patients to the Emergency Room
Receive physician orders to Admit patients to observation or inpatient once being transfer from the ER.
Admit pregnant mothers to the obstetrics department for delivery.

Front desk Representative (02/01/2016- 12/21/2016)

Neurology Specialist 9730 Commerce Center Ct, Fort Myers FL,33908
Front office coordinator at Cape Coral 530 SE 16th place suite A, Cape Coral FL, 33990
Program Used- E Clinical Works software
Greet patients at check-in/check out.
Answering phones and taking messages
Scheduling and confirming appointments
Obtaining medical records
Collect co pays, co-insurance, and deductibles.
Knowledge of all office equipment.
Provide neurocognitive study test to patients.
Ordering supplies for the office for the medical assistants, doctors, and technicians.
Explain basic procedures for EEG and EMG (Electromyography and Electroencephalography).