

# Mendy Jeffries

**COVID-19 vaccinated. Able to wear mask and eye protection all day for the safety of patients and staff**

Nashua, NH 03063

[mendyjeffries13@gmail.com](mailto:mendyjeffries13@gmail.com)

+1 603 943 9797

Authorized to work in the US for any employer

## Work Experience

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### **Medical Assistant**

St. Joseph Endocrinologist - Nashua, NH

January 2021 to Present

Meet and Greet Patients  
Room Patients  
Obtain vital signs  
Assisted with Ultrasound and Biopsy  
Obtain Medical history  
Preload chart and triage

Assist with Hemoglobin A1C with patients  
Assist patients with Prolia and Evenity injections  
Obtain clinical information  
Prior authorization for Medication and Imaging  
Request medical records  
Schedule routine nurse visit  
Manage clinical supply's  
Provide OSHA/HIPPA privacy  
Mange prescription refill request

### **Medical Assistant**

King Medical Associates - Nashua, NH

October 2019 to March 2020

- Rooming patient, retrieving vital signs and medical history.
- Administering Flu Vaccine, DTAP Vaccine, A1C, and INR
- Performing EKG, Urine Dip, and Eye Exam for DOT
- Prior Authorization for Medication, MRI's, and CT Scan
- Doing Referrals for outpatient care, answering phones, scheduling new patient and follow up patient appointments and sending and retrieving Medical records.
- Stocking Medical Supplies
- Drawing medicine out of vials
- Importing Vaccine immunization in patient charts

### **Medical Assistant**

PAINSOLUTIONS

April 2017 to September 2019

GREETING AND VERIFYING PATIENTS

OBTAINING VITALS AND RECORD

PATIENTS HISTORY.

- GETTING CHARTS AND PRELOADS READY. ANSWERING TRIAGE AND PRESCRIPTION LINES.
- OBTAINING URINE SAMPLE AND PREPARING IT FOR LAB.
- ASSIST WITH TRIGGER POINT INJECTION AND PREPARING ROOMS, CLEAN AND STACK EXAM ROOMS •

### **Certified Nurse Assistant (CNA)**

Cerebral Palsy - Newton, MA

March 2008 to June 2019

Provide patients with help moving in and out of bed & wheelchairs with a Hoyer lift • Check patients' pulse, temperature and respiration.

- Provides routine care, such as bathing, dressing and feeding • Assist with suctioning & taking patient off & on Respirator. Change colostomy bag and ostomy

### **Medical Assistant**

Gastroenterology Associates - North Chelmsford, MA

March 2012 to April 2017

Chelmsford, MA

March 2012 to April 2017

Greet and verify patient, obtain vitals, review and record Rx, Medical Hx, and Family Hx on E Clinical (EMR) • Answer phones professionally. Create Telephone encounters correctly. Call patients with results and messages from Dr's & NP's • Schedule Office visit, procedures, X-rays, CT Scan, MRI's, Blood work, referrals properly • Complete Rx, procedure, MRI's, CT Scan Prior authorizations • Manage appointments, Triage, Lead MA, I review, and input updated correct patient info in system • Scanning documents into correct patient e-chart file and names file correctly • Create PCP lab and X-ray orders and attach correct into ECW • Assist with capsule endoscopy & Humira injection training to patients • Direct book recalls patient for colonoscopy & EGD and Meet with pharmaceutical representatives

### **Certified Licensed Nurse Assistant**

PCA - Nashua, NH

February 2010 to January 2012

Activities of daily living (ADLs).

Report measurements, observation, & information to Charge nurse.

Assisting with client ambulation, movement, and exercise.

Personal Needs

Bathing

Dressing

Vital Signs

## Education

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### **License in Nurse Assistant**

Hesser College Nashua - Nashua, NH

December 2011

## Skills

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- EMR
- Injections
- Hoyer Lift
- Vital Signs
- Patient Care
- Vital Signs Experience
- eClinicalWorks
- CareClouds
- Practice Fusion
- Advanced MD
- ECW (7 years)
- English
- CPT coding
- ICD-10
- Epic
- Triage
- Medical Records
- Insurance Verification
- Transcription
- Word Processing (10+ years)
- Trigger Point Therapy
- Medical Terminology
- Medical Imaging
- Caregiving
- Customer service
- Microsoft Office
- Data entry
- Medical office experience

## Certifications and Licenses

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### **CPR Certification**

### **CNA**