

Elizabeth Endicott

MEDICAL ASSISTANT - NATIONAL SPINE AND PAIN CENTER

Spotsylvania, VA 22551

erdendicott@gmail.com

540-735-6326

Responsive Certified Medical Assistant who thrives in delivering compassionate efficient care in a fast-paced environment. Outstanding ability to connect with patients, work collaboratively with care teams at all levels, and stay abreast of all current standards and best practices.

Work Experience

Medical Assistant

PrimeCare Urgent Care - Spotsylvania, VA

June 2018 to Present

Perform accurate registration of patients

- Assist with procedures
- Maintain and/or manage records in an EMR system
- Answer phones/Schedule or cancel appointments
- Prepare procedure room and injections
- Utilize sterile and aseptic techniques
- Provide clinical and administrative support to about 120 patients daily
- Complete all forms necessary
- Reviews physician orders for accuracy
- Maintain supplies for front desk
- Adhere to all HIPAA guidelines
- Obtain authorization on procedures/prescriptions required by patients' insurance
- Collect and input all urine samples
- Provide training for new employees
- Take vitals and room patients
- Educate patients on proper use of opioid medication and pain management procedures
- Obtaining referrals from insurance companies

Assistant Manager

Cancun Margarita Bar and Grill - 5 years

January 2014 to Present

I currently am the assistant manager and bartender . I handle all customer complaints while ensuring top quality customer service . I am also responsible for ensuring all servers know their seating section and also are performing at the peak of their abilities.

MEDICAL ASSISTANT

NATIONAL SPINE AND PAIN CENTER - Fredericksburg, VA

September 2016 to February 2018

- Perform accurate registration of patients
- Assist with procedures

- Maintain and/or manage records in an EMR system
- Operate Fluor machine/ C-arm
- Answer phones/Schedule or cancel appointments
- Prepare procedure room and injections
- Utilize sterile and aseptic techniques
- Provide clinical and administrative support to about 120 patients daily
- Complete all forms necessary
- Reviews physician orders for accuracy
- Maintain supplies for front desk
- Adhere to all HIPAA guidelines
- Obtain authorization on procedures/prescriptions required by patients' insurance
- Collect and input all urine samples
- Provide training for new employees
- Take vitals and room patients
- Educate patients on proper use of opioid medication and pain management procedures
- Obtaining referrals from insurance companies
- Collect any copays or balances on patient accounts
- Daily chart prep and preparing patient packets

MEDICAL ASSISTANT

SENTARA PRATT MEDICAL GROUP - Dahlgren, VA
September 2015 to September 2016

- Greet patients
- Triage patients daily (50-60 patients a day)
- Maintain and/or manage records in an EMR system
- Take vitals on all patients
- Answer phones/Schedule or cancel appointments
- Obtaining authorizations from insurance companies
- Obtaining all prior authorizations on prescriptions
- Obtain all referrals
- Provide administrative support/CLINICAL SUPPORT to clinical and front office staff
- Call in prescriptions to pharmacy
- Assist with any procedures
- Provide positive healthcare experience for patients

Education

High school or equivalent

Skills

- Vital Signs
- EMR
- Patient Care
- Epic
- Injections

- Medical Records
- Venipuncture
- Scheduling
- EKG
- Phlebotomy
- CPR
- CPR Certified
- Filing
- EHR
- Microsoft Word
- Receptionist

Certifications and Licenses

Certified Clinical Medical Assistant (CCMA)

Certified Medical Assistant (CMA)