

Gloria J. White
35059 Germanna Heights, Apt. 17
Locust Grove, VA.22508
© 540-845-5878, missgwhite@yahoo.com

Summary

Certified Medical Assistant with 8 years experience in fast -paced environments handling confidential paperwork, administering injections, phlebotomy, and providing quality patient care. Focus on empathetic, patient-focused care.

Certifications

Certified Clinical Medical Assistant (CCMA) 2015-Present
BLS Certification 2017-2019

Skills

- Charting and paying close attention to details
- Experienced in performing urine and drug screens, EKGs
- Skilled in Phlebotomy
- Knowledge of computer, scanning, printer, fax and copier
- Proficient in taking blood, performing injections and immunizations
- Training new employees

Education

- Career Training Solutions- Certificate Pharmacy Technician
- Sanford Brown College- Associate Degree Medical Assisting
- Danville Community College- Certificate First Year Studies Nursing
- Moses Cone Hospital- Certificate Clinical Associate

Professional Experience

Mosaic Care Center, Feb 2020- Present

- Perform Phlebotomy
- Call patients with lab results.
- Immunizations and Injections when required
- Office Manager
- Maintained exam rooms between patients, stocked rooms with supplies.

Dulles Urgent Care, Aldie, VA. 2108- Feb.2020

- Checked patients in and out verifying information and updating if needed in the EMR.
- Scan medical documents into charts.
- Perform Phlebotomy.
- Call patients with lab results.
- Training new employees front desk duties.
- Collect co-pays and make sure to balance at the end of night.

Gloria J. White
35059 Germanna Heights, Apt. 17
Locust Grove, VA.22508
© 540-845-5878, missgwhite@yahoo.com

CareHere, Nashville, TN. May. 2018- Feb.2020

Certified Medical Assistant

- Obtain patient vitals and chart any changes.
- Perform Ekgs, injections, immunizations when required.
- Call patients with lab results.
- Diabetic teaching to patients
- Schedule appointments
- Perform Phlebotomy.
- Orders supplies and make sure no expired stock is in rooms

Health and Wellness of Louisa, Louisa VA. Dec.2016-Feb. 2108

Certified Medical Assistant

- Obtained and recorded patient vital signs.
- Tracked patient information and lab data and entered into electronic medical records.
- Maintained exam rooms between patients, stocked rooms with supplies.
- Performed Ekgs, injections, immunizations and INR when patients required them.
- Called a patient with lab results.
- Educated patients on their medications and provided diet information on high blood pressure and diabetes.
- Scheduled appointments for patients.
- Assisted the provider with office procedures and with pap smears, setting up room and handling the equipment.
- Phoned in prescriptions or corrected the current one.

Fredericksburg Primary Care, Fredericksburg, VA. Apr. 2016-Dec. 2106

CMA/ Medical Receptionist

- Checked patients in and out, collected co-pays.
- Scheduled appointments and called patients with lab results.
- Roomed the patient and got them ready for exams.
- Made new charts for patients and updated patient demographics.
- Connected pharmacies with prescriptions or corrected the current one.
- Reviewed patient medical records and assigned codes for diagnoses and procedures performed. The codes were used to bill insurance and other third-party payers.
- Operated office equipment, such as voice mail messaging fax machine.

National Spine and Pain, Dec. 2014- June 2015

Patient Service Coordinator/ Technician

Gloria J. White
35059 Germanna Heights, Apt. 17
Locust Grove, VA.22508
© 540-845-5878, missgwhite@yahoo.com

- Checked patients in and out verifying information and updating if needed in the EMR.
- Urine and Drug screened patients, fitted patients for knee and back braces.
- Scanned medical documents into charts.
- Faxed prescriptions or submitted them electronically.

Aegis Science Corp. Nashville, TN. July 2012-Aug. 2013

Collection Technician

- Collected urine specimens and oral fluids at the client site for the purpose of conducting scientific testing for the presence of prescribed and prescribed medications and illicit drugs, and maintained the integrity of the process.
- Packed all specimens for shipment and maintained a report.
- Scanned medical documents into charts.

Moses Cone Hospital, Greensboro, NC. 1997-1999

Clinical Associate

- Skillfully performed care for all dialysis patients daily.
- Performed wound care, inserted and removed foley catheter on men and women.
- Maintained feeding tubes and performed tracheotomy care.
- Performed phlebotomy for testing.