

Jasmine C. Meadows

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Norfolk, VA 23513

Education

Centura College, Norfolk, VA February 2019
Associates of Occupational Science in Medical Assisting with concentration in Clinical Support

South University, Virginia Beach VA April 2019- December
2021

Bachelors of Science of Nursing

Certificates: CPR, BLS, Phlebotomist, Registered Medical Assistant, HIPAA, Secret Security Clearance

Experience

Sentara Pulmonary & Critical Care Specialists Jun 2019- Present

Registered Medical Assistant

- Performs routine procedures to obtain patient's medical history, record vital signs and complete lab requisitions
- Performs standard diagnostic procedures accurately, efficiently, and with the highest quality including but not limited to: 12-lead electrocardiograms, proficient venipuncture, urine drug testing collection and preparation of lab specimens for laboratory courier, pulmonary function tests (PFTs), arterial flow Doppler studies, and other clinical diagnostic studies assigned to meet the needs of the organization
- Performs housekeeping functions such as: changing exam room table paper, upkeep of cleanliness of the entire office (exam rooms, bathrooms, waiting area, front office, lab room, etc.), ensuring all equipment is clean and presentable
- Chaperone during examinations
- Responsible for front office duties such as: answering telephones, scheduling and confirming appointments, preparing schedules, data entry (including referral contracts, post appointment information), and filing
- Data entry and review of computerized worksheets manually
- Review each exam report for accuracy prior to submission to the physician for final review and approval
- Assist in the retrieval of diagnostic tests for scanning into proprietary software application
- Interfaces with operational teams and assists in the provision of medical records
- Works with providers and operational teams to ensure reports are submitted timely and accurately

United States Navy

May 2015- May 2019

Clinical Service Representative

- Gathers and records appropriate member information in accordance with the policies and procedures
- Encourages members to participate in Care Management programs by providing adequate information about the program, outlining program features/value and explaining available services.
- Records call details and utilize call scripts as needed based on client requirements.
- Directs member inquiries to appropriate clinical staff.
- Initiates referrals and manages consults from clinicians for participants registered in Care Management.
- Gathers information from hospitals, health plans, physicians, patients, vendors and other referral sources.
- Contacts physician offices to obtain demographic information or related data as needed
- Proficiency with ALTHA and CHCS

Volunteer

- St. Jude's Children's Hospital Walk/ Run (8 hours)
- Reading Across America -Portsmouth School System (8 hours)
- Navy Pearl Beach Clean Up- Naval Station Norfolk (10 hours)
- A Tidewater Women's Clinic- Norfolk Virginia (160 hours)

References available upon request