

MARISSA BEVAN

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Professional Summary

Ambitious Nationally Certified Medical Assistant and Phlebotomist with laboratory assistant experience at the Lynn Cancer Institute. Detail-oriented and eager to expand knowledge in the medical field.

Skills

- Phlebotomy
- Patient triage
- Client-oriented
- EMR proficient
- Insurance verification
- Operations manager
- Training and development
- Quality control of patient records

Work History

Laboratory Assistant

09/2018 to Current

Boca Raton Regional Hospital – Boca Raton, FL

- Send out specimens by ordering tests using ARIA and MISYS
- Process specimens for centrifugation
- Verify medical necessity received from provider
- Give close attention to detail and accuracy of all records and duties performed
- Call critical values, when applicable
- Complete all quality control requirements
- Perform waive testing and assist with other POCT activities
- Scan documents into Aria for physician review
- Perform, document, verify and report test data
- Inventory and stock supplies using proper first in/first out approach

Certified Phlebotomist And Office Manager

09/2017 to 01/2018

OneLab Holdings, L.L.C – Boca Raton, FL

- Collected blood samples using vacutainer tubes, tourniquets, syringes, butterfly needles, and straight needles
- Performed lab tests and communicated results
- Coordinated with laboratory staff regarding critical results, when applicable
- Stocked phlebotomy cabinets and carrier with appropriate supplies
- EMR proficiency and payment collection
- Spoke with patients to gather information for lab records, reduced fear or anxiety to optimize cooperation
- Protected patients by following infection control, sharps disposal and biohazardous waste disposal procedures
- Accurately labeled vacutainer tubes with patient name, date and time of collection, and my unique identifier
- Organized daily work based on collection priority
- Managed other phlebotomists
- Orchestrated grand opening of business
- Processed daily reports for department performance
- Developed and implemented improvements to billing system to maximize efficiency, reduce delinquency and increase accuracy

Certified Medical Assistant And Receptionist

02/2014 to 03/2017

Dr. Augusto E. Hoyle – Boynton Beach, FL

- Assisted physician during procedures
- In charge of patient triage
- EMR proficiency and payment collection
- Registered new and current patients for office visits
- Interviewed and documented patients to obtain medical information, weight and height measurements, and vital signs
- Investigated and reported issues relating to patient care or conditions that might hinder patient well-being
- Performed health screening for students and faculty by conducting DOT and school-required evaluations
- Pulled chart for physician review

Chiropractic Assistant

01/2009 to 06/2012

Infinite Life Medical, L.L.C. – Pembroke Pines, FL

- Typed medical reports for physician
- Scheduled appointments for current and prospective patients
- Verified insurance coverage and obtained payment collection
- In charge of patient triage
- Assisted the physician with procedures when necessary

Education

Medical Assisting

2012

Medvance Institute - Palm Springs, Florida

- Course work in EKG Administration, Introductory to Pharmacology, and Phlebotomy in addition to regular curriculum

Certifications

Nationally Certified Medical Assistant and Phlebotomy Technician

NCCT ID#: 829615