

Abby McDowell

Peculiar, MO 64078

mcdowellabby0124@yahoo.com

(816)560-4122

Work Experience

CMA / Receptionist

Dr. Donald Cohen - Overland Park, KS

February 2019 to June 2020

Room patients, check in patients, enter in patients information, phlebotomy, vitals, renew prescriptions, prior authorizations, verification of insurance, collect co-pays, EKG's, schedule patients, work with 2 different EMR systems

Certified Medical Assistant/ Medical Office Coordinator

Grandview Healthcare Clinic - Grandview, MO

August 2015 to January 2019

- Room patients, vitals, phlebotomy, referrals, renew prescriptions, prior authorizations, assist with procedures
- Help manage the office, train new employees, and manage CPC + measurements, attend CPC + meetings
- Managed and directed the daily duties and responsibilities of five other certified medical assistants under two doctors. I was responsible for ordering supplies, reviewing over charts, and checking procedure codes to confirm all billing and coding codes were correct for doctors to be able to lock there notes.

Certified Medical Assistant

KCIM - Kansas City, MO

October 2013 to April 2015

- Room patients, vitals, referrals, renew prescriptions, prior authorizations
- Patient preparation, assist w/ procedures, tasks, worked for multiple doctors, and roomed for two providers at once
- Internal medicine, Rheumatology, Podiatry, Urgent Care

Certified Medical Assistant

Overland Pediatrics - Kansas City, MO

December 2012 to October 2013

- Check patients in and out, vitals, procedures, chief complaints, injections to children
- Verifying insurances, referrals, call prescriptions into pharmacies

Skills

- billing (3 years)
- Billing (Less than 1 year)

- coding (3 years)
- PHLEBOTOMIST (5 years)
- phlebotomy (5 years)
- EMR (6 years)
- Injections (7 years)
- Patient Care (7 years)
- CPR Certified (7 years)
- EKG (5 years)
- Vital Signs (7 years)
- CPR (7 years)
- Filing (7 years)
- Microsoft Word (10+ years)
- Receptionist (10+ years)
- Scheduling (10+ years)
- Venipuncture (5 years)
- EHR (6 years)
- Vital Signs EKG's
- Sterilization Phlebotomy
- Patient Education Patient History
- Working for multiple doctors Injections
- Assisting w/ procedures Stitch Removal
- PA'S/Referrals CPC
- measurements
- Simple X-Ray's Bone Density's
- Customer Service Management
- Self-Motivated Scheduling
- Multitasker Organization
- Problem Solving Skills All scripts & ECW, Practice Fusion, Quickbooks
- Time clock approvals/Kronos Verifying Insurances
- Some Billing and coding All kinds of meetings
- Microsoft
- Word
- Excel
- Power Point CPR/AED Certified