

Kaitlynn A. Stamoulis

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PROFESSIONAL SUMMARY: Highly enthusiastic Healthcare professional with strong patient care skills. Hard working, highly motivated, mature and well organized looking for an opportunity to develop while providing excellent patient care and support to the team.

PROFILE: Strong Clinical Skills: Phlebotomy, EKG, Vital Signs and Procedures.

EMRs: Such as Medisoft, Practice Fusion, E-Clinical Works.

EXPERIENCE:

08/2019-12/2020

1060 Obgyn

Medical Assistant

- Phlebotomy; on over 70 patients a day, ages from adolescent to Geriatric.
- Administrative; checking patients in and out of the office.
- Scanning clinic paperwork into patient charts.
- Answering phones, emails and voicemail.
- Clinical; assisting in in-office abortions, IUD insertions, biopsies, etc.
- Worked very closely with the Natera company for Phlebotomy.
- Knowledge in insurance companies; private and Medicaid.
- Training New employees in Phlebotomy and other clinical work.
- Knowledge in different labs and testing.
- Worked very close with patients; OB and regular GYN

06/2018 – 08/2019

Fort Washington Comprehensive Medical Care

New York, NY

Medical Assistant

- Phlebotomy; on over 50 patients a day, ages from pediatric to adolescent.
- Administrative, checking patient insurances and collecting copays.
- Scanning clinic paperwork into patient charts.
- Placing and taking important phone calls.
- Taking vitals on 50 or more patients a day.
- Preparing and Administering Vaccines.
- Perform 20 or more bilirubin a day on infants.
- Sending and receiving important Fax's.
- Performing Stitch/Staple removal when requested.

12/17 – 06/2018

20 East Gynecology

New

York, NY

Medical Assistant

- Phlebotomy; When requested by Doctor. (5-10 patients a day)
- Knowledge of EMR system. (Practice Fusion)
- Faxing documents when needed. Such as IUD paperwork, patient medical records on request.
- Scanning clinic paperwork into patient charts.
- Placing and taking important phone calls.
- Sending out important e-mails for IUD, and patient reminders.
- Collecting credit card forms and scanning into patient charts.

05/2017 – 07/2017

Lyon & Martin Associates

New York,

NY

Medical Assistant Externship

- Handled incoming and outgoing phone calls.

- Greeted and directed patients.
- Assisted in routine examination and treatment.
- Disposal of biohazard material appropriately.
- Retrieved and maintain patient records.
- Performed Venipunctures on patients & EKG on over 60 patients a day.
- Prepared and Administered Vaccines to patients on schedule.

06/2015 – Present Key Food Supermarket
NY

New York,

Manager’s Scanning Assistant

- Create signs and prices for latest retail items, Made tickets for shelf items.
- Entered food item data into computer system.
- Handle incoming and outgoing calls, Cashier when needed.
- Personal shopper for customers with disabilities, and phone orders.
- Bookkeeping duties, such as counting large amounts of money and data entry.

SCHOOL:

10/2016 – 04/2017 New Age Training
NY

New York,

Medical Assistant Certification

Completed an intensive 900-hr Medical Assistant Program comprised of theoretical and practical applications of essential medical assisting skills which include the following:

- **Clinical Skills** –Clinical; Vital Signs, EKG, Phlebotomy, Specimen Collection, Smear Procedures
- **Administrative Skills** – Health Insurance Claims Processing, Medical Office Procedures
- Patient Relations, Medical Terminology.

06/2009-09/2011 The High School of Fashion Industries

New York, NY

09/2011-06/2013 Independence High School

New York, NY

High School Diploma