

# ROBERT SMITH

## Senior Medical Assistant II

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### SUMMARY

Seeking permanent Administrative Coordinator position or Allied Health Care Instructor position or combined positions to accommodate staffing availability. With proven years of experience with strong instructional and organizational skills, attention to detail, leadership roles, public relations, and interpersonal skills, I would like the opportunity to direct my focus as an Administrative Coordinator and/or Allied Health Care Instructor.

### SKILLS

Meditech, Medication Administration, Medical Terminology, Charting, Electronic Medical Records, Patient Care, Patient Assessments, CPR, Wound Care.

### WORK EXPERIENCE

#### Senior Medical Assistant II

ABC Corporation - August 1998 – May 2006

- Trained new hires in all areas including venipunctures, injections, EKGs, ear-irrigations, chest and sinus X-rays, and general office flow.
- Performed Complete Pulmonary Function Tests and submitted all results to physicians.
- Administered intramuscular and sub-cutaneous injections Scheduled procedures, tests, and appointments.
- Responsible for Narcotic Lock Box and Key and maintain log of contents, injections administered, expiration dates, and lot numbers.
- Verified and updated patient medication lists.
- Knowledge of CPT and ICD-9 codes.
- Obtained chief complaint and vitals, assisted physician With exams, venipuncture, in-house labs, Returned all Phone calls, scheduled all outside.

#### Senior Medical Assistant

Delta Corporation - 1997 – 1998

- Preparing Patients for Examination, History and Chief Complaint.
- Performing EKG.
- Phlebotomy and Collection of Other Blood Lab Specimen.
- Read and routed incoming NorthShore Connect messages, and replied to patients Organized workload to manage priorities Update medical records in EPIC.
- Collected patient specimens and data including vital signs, performed venipuncture, EKGs, giving immunizations, performed administrative duties such .
- Trained new hires and supervised interns on clinical.
- Responsible for inventory of proper vaccines.

## SCHOLASTICS

- Bachelor - (Shepherd University)