

# ROBERT SMITH

## Senior Medical Assistant/Supplier

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Experienced Medical Assistant seeking a responsible position utilizing my versatile administrative and back office skills in a medical practice.

**JULY 2009 - 2020**

### **SENIOR MEDICAL ASSISTANT/SUPPLIER - HOUSTON METHODIST HOSPITAL, PCG**

- Provides care to patients visiting the clinic under the direct supervision of a physician or nurse/clinic manager.
- Interviews patients, measures vital signs (i.e., pulse rate, temperature, blood pressure, w8, and h8), and records information on patients charts.
- Reports observations, conditions and problems of patients to the physician.
- Prepares treatment rooms for examination of patients.
- Assists with maintaining equipment and supplies.
- Follows channels of communication with co-workers for effective problem solving.
- Functions as a team player within the clinic.

**2008 - 2009**

### **SENIOR MEDICAL ASSISTANT - DELTA CORPORATION**

- Manage patient flow Administrative Assistant to the Doctor Applied therapy treatments to patients Act as primary customer service contact for .
- Call prescriptions in to pharmacies as needed Keep track of patients labs and diagnostic reports Rooming Patient, Prepare patients for their visit, .
- Medical Assistant/X-Ray Tech Take patients vitals, Chief complaint, Set up trays, Venipunctures, TB Test, Take messages, given vaccines or shot in .
- Maintained accurate records, patient care, updated information in EMR Performed vital signs Ordered necessary supplies for the office Performed .
- Vitals, taking patient history, administering vaccines, updating medical history, training new employees, answering calls, scheduling, faxing, .
- Rooming patients, vital signs, pulling & updating charts Entering charges for doctors visits, stock all exam rooms Set-up and assist doctor with .
- Multi-physician, Clinical Ambulatory Care Conduct laboratory/diagnostic testing procedures Administer prescribed medications Assist in minor surgical .

## **EDUCATION**

Certification in Business Management - (Houston Community College)

## **SKILLS**

10 key, PowerPoint, Excel, Inventory management, supervisor , phlebotomy, xray,.