

ROBERT SMITH

Senior Medical Assistant/Laboratory

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

To seek rewarding employment as a Physician Assistant in a medical setting where will be able to extend experience with diligence, integrity and commitment to lifelong learning; while tending to patient's health needs and promoting prevention through positive patient education.

CORE COMPETENCIES

Healthcare, Medical Terminology, Medical Records, Administrative Duties, Electronic Medical Records, Phlebotomy.

PROFESSIONAL EXPERIENCE

Senior Medical Assistant/Laboratory

ABC Corporation - 2011 – 2013

Key Deliverables:

- Supervised other medical assistants.
- Performed initial assessment of patients chief complaint.
- Prepared patient to be seen by physician.
- Responsible for patient education before procedures and after care of wounds.
- Recorded findings on EMR (Doc2MD).
- Assisted in surgical procedures (wide excisions, punch and shave biopsies).
- Performed BLU light treatments, supervised by physician.

Senior Medical Assistant

Delta Corporation - 2008 – 2009

Key Deliverables:

- Duties include rooming high volume patients, vitals, discharging patients, help with minor biopsies, scheduling appointments, vaccines, retinal .
- Vital signs, injections, phlebotomy, processing blood specimens, catalogues lab test ordered, delivery of results to physicians, charting, vision and .
- Phlebotomy, Surgical Preparation, Electronic Record keeping, Injections Machine Transcription, Customer Service, Patient Prep, Surgical Permits and .
- Roomed patients ,put my phlebotomy skills to work,referrals done,prior auths for medications,opened and distributed to doctor.
- Enjoyed using my multi tasking skills to work.
- Enjoyed being with the patients.
- Skills Used Phlebotomy skills,vitals for patients electronic records in computer.

EDUCATION

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Clinical Rotations - January 2015(Westside Regional Center)

