

ROBERT SMITH

Senior Medical Assistant III

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

SUMMARY

To obtain a full time position in hopes of growing within the company, Explained treatment procedures, medications, and post-op instructions, Reviewed patient accounts and worked closely with MSO billing to resolve billing and coding disputes, Responsible to assure front office has called to obtain insurance eligibility, benefits, and authorization for procedures when applicable.

CORE COMPETENCIES

Epic, Patient Scheduling.

PROFESSIONAL EXPERIENCE

Senior Medical Assistant III

Regional Care Association - December 2006 – 2020

Key Deliverables:

- Assisted patients in the enrollment of patient assistance medication programs and the AIDS Drugs Assistance Program.
 - Scheduled appointments, receive money for bills, keep x ray and other medical records, perform secretarial tasks, and complete insurance forms.
 - Ensured the cleanliness, sanitation and maintenance of all facilities, and equipment
- EMPLOYMENT HISTORY Company Name Cornerstone Services Phone Number Address
2420 Jefferson St.
- Taught client job performance skills, based on standards of community living.
 - Ensured patients are seen in a timely manner, maintain log book and controls for hemoglobin, glucose, and hemoglobin a1c/patient tests, take vital .
 - Supervised per diem medical assistants in a clinic setting, create work flows, assist with patient care when needed, help create work flows for.
 - 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 - 2001 – 2006

Key Deliverables:

- years experience in EPIC.
- Recording medical histories Preparing patients for examinations Sterilizing instruments Triage patient calls Ordering all office and medical supplies .
- Recording medical histories Preparing patients for examinations Sterilizing instruments Scheduling and admitting patients Phlebotomy Obtaining vitals .
- Demonstrated proficiency in taking patient medical histories and vital signs, as well as in performing venipunctures, injections and various .
- Solved problems within the guidelines established by the companys policies and procedures.

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EDUCATION

- Associates in English - 2012(University of Phoenix-Online Campus - Phoenix, AZ)