

Robert Smith

Senior Medical Assistant

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SUMMARY

To obtain an nursing position in which will utilize skills for advance and growth opportunities, Trained and precepted new staff. Demonstrates the components of the ICARE values statement. Follows all safety rules while on the job. Demonstrates the components of the ICARE values statement. Follows all safety rules while on the job.

SKILLS

Phlebotomy, Medical Terminology, Leadership Training, Wound Care, Injections, Educator.

WORK EXPERIENCE

Senior Medical Assistant

Machado Family Practice - June 2004 - 2020

- Responsible for answering a multi-line phone system and relaying of messages.
- Assisted with copying, faxing. Knowledgeable and used of Amazing Charts.
- Verified patient demographics, recorded medical history, confirmed purpose of.
- Prepared rooms prior to patient visits.
- Assisted in training of other medical assistance.
- Verified correct equipment and paper work was taken by the medical assistance.
- Uploaded X-rays into PACS system. Performed and verified pre-certification for procedures as necessary.

Senior Medical Assistant

Delta Corporation - 2000 - 2004

- Front/ Back Office Medical Assistant Duties Included Vital signs, vaccines, blood draws, EKGs, urinalysis, pap smear tray set up.
- Sharpened my leadership qualities and advanced proactivity techniques Schedule in office appointments, treatment and diagnostic tests Cover the ACD .
- Completion of prescription refills as per Practice protocol Communicating test results to patients via telephone or Northshore Connect Communicating .
- Norfolk, VA Pt intake and phone triage/medication requisition Cardiac milestones and abstraction for chart checking Event/holter monitor coordinator .
- Newark, DE 19713 Position Senior Medical Assistant.
- Responsible for obtaining patient vitals and medication refills.
- Roomed patients and communicated with clients to schedule and discuss appointment information.

EDUCATION

Medical - October 2003(Northcoast Medical Training Academy - Kent, OH)