

# ROBERT SMITH

## Senior Medical Assistant I

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Opportunity to be employed with establishment. Enjoy helping others, and working with others collectively in a team to ensure exceptional results.

## EXPERIENCE

### Senior Medical Assistant I

#### ABC Corporation - 2002 - 2004

- Assisted physicians and office staff with patients.
- Maintained office and medical supplies for the entire office.
- Triage patients for the physicians in a timely manner.
- Monitored and took care of patient insurance referrals and authorizations.
- Assisted physicians with procedures such as epidural steroid injections and baclofen injections.
- Scheduled appointments and handled referrals for patients.
- Answered incoming telephone calls from patients, area hospitals, medical offices, and physicians.

### Senior Medical Assistant

#### Delta Corporation - 1997 - 1998

- Vital Signs Injections Phone Calls Triage Patients Spirometry Test Lab Procedures Non Surgical Procedures EKG Placements Skills Used Vital Signs .
- Verify patient demographics, recorded medical history, confirmed purpose of.
- Job Responsibilities Patient care, call backs and education Vaccine and supply inventory Training new hires.
- Rooming patients for the physician and record keeping using the Epic system Taking vitals using various electronic machines as well as manually and .
- Medical Assistant duties included but not limited to rooming patients, blood draws, injections, setting up procedures/assisting with procedures, call .
- Both back office and front office procedures.
- Over the years the additional skills where added.

## EDUCATION

- Diploma in Medical - 2001(Kee Business College - Newport News, VA)

## **SKILLS**

Phlebotomy, Drug Screen Collector.