

ROBERT SMITH

Asst. Health Service Technician

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Multi-skilled healthcare professional seeking a position as a Medical Assistant with/in a fast-paced ambulatory care setting, hospital team, or clinic utilizing education background, strong knowledge of patient care, environmental, organizational, and clinical & administrative tasks.

JULY 2001 - JANUARY 2013

ASST. HEALTH SERVICE TECHNICIAN - ABC CORPORATION

- Planned the relocate of over 300 medical records in preparation of Hurricane Sandy and Irene.
- Negotiated with over 20 clinics in the area to schedule appointment for over 500 recruits, 200 active duty members and 200 veterans and dependents of the Armed forces.
- Reviewed over 1,000 records for completeness, accuracy, and compliance with HIPAA regulations.
- Managed a 50,000 dollar pharmacy budget in which was able to cut the budget in half to save money.
- Negotiated with other units in order to improve medical readiness standards from 74% to an 95% compliance.
- Researched and updated member medical readiness by entering data into web-based database called Military Readiness Research System.
- Provided assistance with patients displaying behavioral or psychiatric problems by participating in one-on-one sessions with aggressive or suicidal patients, along with crisis intervention.

2000 - 2001

HEALTH SERVICE TECHNICIAN - DELTA CORPORATION

- July 2014 Documents a patients behavior.
- Recording and charting vital signs.
- Aid in a patients recovery.
- Provide good service to a patient.
- Provided customer service and answered multi-phone lines, filed, faxed and scanned documents Recorded clients data on Body Check Sheets; Excreta .
- I Help Assist Consumers with Daily Activities (Brushing teeth, Bathing, Dressing) I Write Progress Notes I Ensure Unit was Clean.
- Assessed patients, to include taking vital signs, blood pressure, and temperature.



EDUCATION

Bachelor of Business Administration in Management - (Strayer University)

SKILLS

Forklift Operator, Law Enforcement, Chemicals, Customer Service, Mental Health.