**Traciee Thomas-Stewart**

**Medical Proficiencies:**

* Record patients' medical history, vital statistics, or information such as test results in medical records.
* Prepare treatment rooms for patient examinations, keeping the rooms neat and clean.
* Interview patients to obtain medical information and measure their vital signs, weight, and height.
* Authorize drug refills and provide prescription information to pharmacies.
* Decontaminate and sterilize instruments and dispose of contaminated supplies.
* Prepare and administer medications as directed by a physician.
* Explain treatment procedures, medications, diets, or physicians' instructions to patients.
* Assist physicians examine and treat patients, handing them instruments or materials or performing such tasks as giving injections or removing sutures.
* Collect blood, tissue, or other laboratory specimens, log the specimens, and prepare them for testing.

**CONTINUING EDUCATION:**

* Association of Clinical Research Professionals: Basic Life Support 2/12/08-2/12/10

**EDUCATION:**

* Bradford School
* 3/1990 – 12/1990
* Alabama State University
* 8/1985 – 1/1988
* Grant High School
* 9/1980 – 6/1984

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**RELOCATING BACK TO PORTLAND**

**OBJECTIVE:** Provide quality medical experience and education where my extensive skills and job experience can be used in a clinical setting or research arena.

**PROFESSIONAL ACCOMPLISHMENTS:**

**Gyn Center for Women MEDICAL ASSISTANT 12/2012 – 6/30/2013**

Total and complete responsibility for all functions of the back office, including but not limited to, obtain vitals, medical history complete SOAP, triaging calls, Rx refills, order labs, set up and assist with in-office hysteroscopy, Thermachoice Endometrial Abaltion, schedule surgeries, insurance authorization, and gently keeping my doc on time.

**Wilkerson OBGYN ▪Lead Medical Assistant ▪ 11/2010 – 10/2012**

* Assist physicians with patient histories; obtain all vitals, administering oral and injectable medicine per the physician’s request. Triage patient calls and calling in prescriptions new and refills through EMR, set up and assist with minor procedures such as LEEP’s Colpo’s , Cryo surgery, Endometrial biopsies.
* Evaluate and assess overall risk management activities.
* Develop clinic protocols associated with training and competency assessment tools; actively communicate information with the support staff, and patient communication through EMR.

**Optimus Urgent Care *▪* Medical Assistant *▪* 11/27/2010 – 3/10/2011**

Back office responsibilities to include rooming patients, obtaining accurate vital signs at each visit, visit assessment, phone triage, prescriptions refills and education, administering injections and vaccines, phlebotomy, EKG’s spirometry and nebulizer treatments, nasal cultures, processing in office labs, sterile tray set up, suture removals, wound maintenance, appointment scheduling and confirmations, referral set up, keeping the provider on time while maintaining a high level of patient care, treatment, referral, and education. ***X-ray training obtained on the job.*** All information captured in EMR (All scripts)

**Women & Teens Gynecology ▪ Medical Assistant ▪ 5/2010 – 10/2010**

* Assist physicians with patient histories; obtain all vitals, administering oral and injectable medicine per the physician’s request.
* Triage patient calls and calling in prescriptions new and refills through EMR, set up and assist with minor procedures such as LEEP’s Colpo’s , Cryo surgery, Endometrial biopsies.
* Evaluate and assess overall risk management activities.
* Develop clinic protocols associated with training and competency assessment tools; actively communicate information with the support staff, and patient communication through EMR/Practice Partner

**SW Family Physicians ▪ Medical Assistant *▪* 10/2008 – 10/2010**

Back office responsibilities to include rooming patients, obtaining accurate vital signs at each visit, visit assessment, phone triage, prescriptions refills and education, administering injections and vaccines, phlebotomy, EKG’s spirometry and nebulizer treatments, nasal cultures, processing in office labs, sterile tray set up, suture removals, wound maintenance, appointment scheduling and confirmations, referral set up, keeping the provider on time while maintaining a high level of patient care, treatment, referral, and education. All information captured in EMR/Intergy

**NW Gastroenterology ▪ Clinical Research Coordinator ▪ 4/2007 – 6/2009**

* Comply with all Pharmaceutical protocols from start up to finish, reviewing synopsis, negotiating contracts, maintained regulatory documents for monitor audits, detailed documentation and patient history, vitals, examinations with provider, phlebotomy, IV placement, administration of medications per clinical trial protocol, maintain study medication and log per protocol for future review.
* Patient education packets dispersed on specific trials and the potential outcome.
* Maintain regular communication with study participants through office visits or phone calls.
* Travel to meetings sponsored by the Pharmaceutical companies to review the clinical trial and the specifics of the protocols, regulatory documents, and maintaining A/R for end of study payment negotiations.
* Using various data submission software provided by the specific study sponsors as well as the clinics EMR system.

**Portland Center for Reproductive Medicine ▪ Front Office Lead ▪ 5/2005 - 4/2007**

***Duties:***

* Checking out patients, answering and triaging calls, trouble shoot areas each department from a professional objective. Train new staff, implementing new policy and procedures, while maintaining a balance to the doctors, nurse practitioner and other ancillary staff. Collecting copays, balances deposits, and credit card approvals. Preparing charts with all the necessary medical records and history so the providers can give the patients a plan of action before leaving their visits. Confirming appointments and re arranging due to unforeseen circumstances. EMR system Centricity

**Radiant Research ▪ Operations Manager ▪ 11/2004 – 5/2005**

***Duties:***

* Preparation of source documents, setting up appointment for clinical trial participants, Coordination of schedules for the on call and daily staff to monitor study participant 24 hours a day. Dispense study drug per protocol, maintaining integrity of all aspects of early clinical trials. Equipment ordering and ongoing training of staff as new clinical trials were awarded to our facility. Drafted proposal for upcoming clinical trials, while reviewing each synopsis for start dates. Update training manual, delegation of time and events per each clinical trial while running no less than 3 early stage clinical trials at one time: Site Liaison to the pharmaceutical company patients and sponsors.

**All Women’s Health Services/Non-Profit Clinic ▪ Clinic Supervisor ▪ 7/2002 – 8/2004**

***Duties:***

* Delivery of medical services, and monitoring those services in timely fashion. Working with low income to no-income women to provided medical services as well as outreach services; to oversee collection of data to support monthly tracking of provider stats and production. Evaluated and assessed overall risk management activities. Developed clinic protocols associated with training and competency assessment tools; actively communicated information with the support staff, volunteer’s providers and board of directors. Compiled information for the acceptance to “pro-choice” grants. Community liaison to facilitate a collaborative relationship between our non- profit clinic and the local emergency rooms; Budget preparation to maximize reimbursement of services rendered and to expand our revenue base and provide additional services to our female patients.

**Women’s Healthcare Associates ▪ Medical Assistant ▪ 8/2000 – 6/2002**

**Portland OBGYN ▪ Receptionist: 6/1992 ▪ Medical Assistant ▪ 1994 to 9/1996**

**East Moreland Cardiovascular Associates ▪ Medical Secretary ▪ 12/1990 – 5/1992**

***Duties:***

* Assist physicians with patient history, obtain vitals, and administer oral and injectable medicine per the physician’s request. Triaging patient calls and calling in prescriptions, set up and assist with minor procedures such as LEEP’s Colpo’s, Cryo surgery, Endometrial biopsies, D & C’s . Ultrasound with Doppler to check fetal heart tones, sterile female caths, maintains obstetrical care for not only the physician I was assigned to but also the other providers when needed. Keep patients current on the latest educational treatments and literature. Facilitate patients who were in primary infertility status, with their BBT charts, clomid usage ordering HSG’s and blood work per the physician’s request.

**OHSU ▪ Clinical Trial Coordinator for Women’s Health ▪ 12/1997 – 8/2000**

***Duties:***

* Comply with all Pharmaceutical protocols, detail to documentation and patient history, vital, examinations with provider, phlebotomy, IV placement, administration of medications per clinical trial protocol, assist in minor surgeries (saline infusion sonohystergrams), maintain study medication and log per protocol for future review. Patient education packets dispersed on specific trials and there potential outcome. Traveling to meetings sponsored by the Pharmaceutical companies to review the clinical trial and the specifics of the protocols and after the trial was over meeting again to review the finding before publishing.

Traciee Thomas - Stewart

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Dear Sir:

I am writing to introduce myself and give you a brief overview of the skills and experience that I will bring to your organization. I have 10 years of experience with coordinating all aspects of clinical research from start up to finish. I have worked in public and private sections, university as well as specialty clinics; this experience has allowed me to sharpen my negotiating skills during research startups, allowing to thoroughly read through the timelines given in each syposis and what that will mean in terms of investigator and clinical staff time. Working with various phases of clinical research gives the skill of being meticulous in documentation and study subject compliance to ensure completed CRF's are received in a timely fashion by using electronic submission or monitor retrieval.

Establishing the best clinical trial for my employer by reviewing the synopsis as well as the site agreement to ensure the needs of the clinic, investigator (s), and study subjects will be met. Negotiating a fair contract that will include advertisement for the trials, travel compensation for the study subjects, reimbursement for early termination for my investigators. Ensuring all regulatory documents are accurately in order and ready for review for monitoring visits or audits. I bring not only experience but variety in skill set as I have worked in the field of women’s health, urology, reproductive endocrinology, and gastroenterology; phases I - IV.

My clinical trial experiences have been positive ones due in part to my interpersonal skills. I work well in teams, am reliable and organized, and enthusiastic to learn. I am sure that I will carry over the same enthusiasm and skill in doing research at your organization.

I look forward to hearing from you.

Sincerely,

Traciee Thomas - Stewart