Shatara Roberts

485 Rolling Hills Place Apt 1001

Lancaster , Texas 75146

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Education:

Platt College

Tulsa, Oklahoma

Medical Assistant/Phlebotomy

June 2009 -June 2010

Guthrie Job Corp

Guthrie, Oklahoma

Medical Receptionist

May 2002-May 2003

Skills/Qualification:

Medical Terminology, Anatomy and Physiology of the Human Body, Medical Abbreviations, Medical

Charting, Aseptic Technique, OSHA and CLIA Regulations, Vital Signs, Height and Weight, Autoclave Operations, Vision Testing, Eye Irrigations, Positioning and Assisting with Patient Examinations, Procedures, Urinalysis (including microscopic), Catheterization, Pediatric Examinations and Immunizations, OB-GYN Examinations, Administration of Medications (oral and parenteral) EKG's (including rate rhythm, and basic arrhythmia recognition) Phlebotomy (vacutainer, syringe and butterfly draws), Capillary Blood Collection(Hgb,Hct,FBS,CBC) HIPAA Training.

Administrative Skills:

Medical Transcription, Medical Ethics and Law Patient Appointment Scheduling,Telephone etiquette, Filing, Medical Records, Insurance Forms, ICD-9 CPT Coding, (IDX Software)Microsoft Word, Excel, Power Point , Clarify, Telegence, Cast-T, Express Pay Employment:

Cigna

Medical Claims Processor

January 2017 to Present

AT&T

Customer Service Rep/Collection

Analyst Review

July 2014-January 2017

Dallas Methodist Hospital

Patient Care Tech

Jan. 2013-April 2014

St John Medical Center

Tulsa, Oklahoma

Patient Care Technician/Unit Clerk

Nov 2010-January 2013

Oklahoma Arthritis Center

Tulsa, Oklahoma

Medical Assistant/ Receptionist

April 2010-August 2010