Shayla R. Bouie, RMA

470-775-0500 | s.bouie@hotmail.com

# Summary of Qualifications

* *Experience in hospital, ambulatory clinic, and laboratory settings.*
* *Experience with pediatric, adult, and geriatric patients.*
* *OSHA-certified; HIPPA-certified.*
* *BLS certified*

# Education

## MEDICAL ASSISTANT DEGREE | 2012 | MedTech COLLEGE, Morrow, GA

* + Externship-Dr. Nagareddy, Psychiatry Associates of South Atlanta

## G.E.D. | 2009 | ALBUQUERQUE PUBLIC SCHOOLS, nm

# Skills & Abilities

* *Medication Administration including injections (SQ and IM)*
* *Phlebotomy*
* *Autoclave sterilization of medical instruments*
* *Electronic medical records systems (EPIC, Sequel System, Quest Care 360, E Lab Corp, Mindbody, Boss, Quest Dialogistic)*

**Experience**

**Medical Assistant| Caduceus USA| 2018**

* *Triage patients; phlebotomy; specimen collection, preparation, and processing; urinalysis and stool cultures; EKG, physicals (sport) hearing and vision test, prepare patients and assist with surgical procedures apply dressing and/or give medication to patients.*
* *perform routine laboratory tests. maintain inventory of medical supplies and materials. Order needed materials and supplies directly from authorized vendors or from purchasing departments within their organization.*

## medical assistant | piedmont physicians gynecologic-oncology | 2016 To 2017

* *Triage patients; phlebotomy; specimen collection, preparation, and processing;*
* *Autoclave sterilization of surgical instruments*
* *Chart investigation, abstraction to electronic medical records, chart preparation*
* *Clinical and laboratory materials management*
* *Orientation/onboarding of new clinical staff*

## MEDICAL ASSISTANT| southern CRESCENT | 2015

## *Performed back office duties for Pediatrics, Internal Medicine, and Urology offices*

* *Triage patients, urinalysis and stool cultures; EKG, physicals (sport) hearing and vision test, PSA testing; prepare patients and assist with surgical procedures such as urethral cystectomy, vasectomy, and biopsies*
* *Cleaning and sterilizing of surgical equipment*
* *Phone triage and patient communication*

## clinical assistant| dr. smith’s medical clinic | 2013 TO 2015

* *Triage patients; phlebotomy; medication preparation and management*
* *Accounting and revenue processing*
* *Phone triage and patient communication*
* *Office inventory and supply management*

## LABORATORY TECHNICIAN| MILLINNEUM LABS | 2012

* *Collection, preparation, and processing of specimens for parent lab*

# References

*Tracy Dudley, FNP 404-307-8309*

*Joliean Fields. 404-587-7207*

*Sharon Allison 678-663-3394*

*Laura Stubblefield, RN MSN PCCN 678-755-7806*

*Ellen Weinberger, FNP 770-438-8446*