Ericka Hill

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**Summary**

Patient-focused Medical Assistant with over 4 years experience working in a busy medical office working with diverse populations. Patient-focused Medical Assistant with over 4 years experience working in a busy medical office working with diverse populations. Certified Medical Assistant with over 4 years medical practice experience in a Pediatric medical office.

**Skills**

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| * Venipuncture and phlebotomy * HIPAA compliance * Stocking supplies * First aid * Restocking lab supplies * Vital sign monitors * STD counseling * Certified in Basic Life Support (BLS) | * HIPAA * Sharps disposal * Drawing blood * Sanitation and sterilization * Proper storage procedures * Biohazard waste disposal * Patient Education * BAC screening/drug screen collection |

**Experience**

**Phlebotomist**| CSL Plasma - Mesquite, TX|03/2014 - 02/2019

* Enforced infection control and sharps disposal procedures to protect patients, co-workers and self.
* Treated blood-related chronic disorders by performing therapeutic phlebotomy.
* Prepared blood-collecting equipment to draw blood and safely store and transport samples.
* Labeled blood vials with critical information like time of collection, date, and patient name.
* Screened prospective donors by conducting interviews, obtaining medical histories, and measuring vital signs.
* Counseled patients to ease fears, explain procedures and enhance cooperation during blood draws.
* Obtained variety of blood samples through venipuncture or capillary puncture using syringes, butterfly needles, and straight needles.
* Coordinated workflow based on stat, schedule, or outpatient needs.
* Verified quality of specimens by centrifuging specimens for logistics courier to pickup.
* Maintained fully-stocked phlebotomy cart, carrier, and station.
* Interviewed patients and analyzed and documented medical records to update and file documents.
* Remained alert to conditions interfering with safety and well-being of residents involved in activities.

**Medical Assistant**| South Loop12 Medical Clinic - Dallas, TX|03/2013 - 07/2019

* Led patients to exam rooms, answered general questions and prepared patients for physician by explaining process.
* Performed routine tests such as urine dip stick, vision and hearing tests.
* Supported functions for diagnostic and technical treatment procedures, including setting up and operating special medical equipment and apparatuses.
* Conducted patient interviews to gather health history, vital signs and information about current medical issues.
* Relayed messages from patients to physicians about concerns, condition updates or refill requests to facilitate effective treatment.
* Assisted physicians by preparing patients for procedures, including but not limited to EKGs, phlebotomy, glucose testing and pulmonary function tests.
* Contributed to efficient office operations by triaging patients by severity of medical complaint.
* Interviewed and engaged patients to obtain medical history, chief complaints and vital signs.
* Prepared patients for examinations, taking vital signs and updating medical histories.
* Prepared treatment rooms for patients, including cleaning surfaces and restocking supplies.
* Cleaned and disinfected chairs and equipment according to facility policy.
* Assisted patients in preparation for examinations, assessing and recording vital signs.
* Sterilized instruments and disposed of contaminated supplies in adherence to OSHA regulations.
* Kept facility stocked with necessary supplies, equipment and instruments.
* Assisted with technical treatments and entered information in patient records and charts.
* Obtained and recorded patient vital signs; escorted patients to examination rooms and documented medical histories.
* Performed preliminary physical tests, such as taking blood pressure, weight and temperature, accurately recording results in patient history summary.
* Cleaned, restocked and prepared exam rooms and medical equipment.

**Medical Assistant Extern** |Dr. Jennifer Weatherly Office - Lancaster, TX|02/2013 - 03/2013

* Obtained and recorded patient vital signs; escorted patients to examination rooms and documented medical histories.
* Performed routine tests such as urine dip stick, vision and hearing tests.
* Monitored patient stability by checking vital signs and weight.
* Charted all patient services in records with high accuracy.
* Sterilized medical instruments as needed.
* Cleaned and disinfected chairs and equipment according to facility policy.
* Escorted patients to examination rooms and prepared for physician exams.

**Education and Training**

Everest College -Dallas, TX, |||