

# Certified Clinical Medical Assistant

## ROBERT SMITH

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### Objective

Multi-talented and highly skilled Medical Assistant with extensive experience through training, education and professional development in the areas of x-ray, phlebotomy, injection therapy, vitals, orthotic fitting, medical intake procedures and medical office administration. Above average attention to detail, organizational skills, communication skills and ability to multi-task. Valued for ability to communicate with the deaf and hard of hearing through American Sign Language.

### Skills

Microsoft Word, Microsoft Excel, PowerPoint, Internet And Intranet Along With E-Mail, Type 65+ Wpm; Copier, Fax Machine, Scanner, Multi-line Phone System, Credit/debit Machine/web Processing, And EMR Entry. Clinical X-Ray, Phlebotomy, Injections, Vitals, Wound Care, And Labs.

### Work Experience

#### Certified Clinical Medical Assistant

**Cornerstone Healthcare** - November 2015 - 2020

- Accompany patients to exam/procedure room, obtain vitals, review medications, chief complaint, symptoms and QBMs.
- Document in All Scripts EMR system.
- Prepare room for next patient .Perform complete workup of new patients, Medicare Wellness, DDS, and Sports Physicals.Enter orders into EMR system.
- Prepare and administer immunizations.
- Enter into NCIR.
- Assist physician with in office surgery as well as female and male yearly examinations.
- Prepare cultures, biopsies, and Pap smears for lab pick up.

#### Certified Clinical Medical Assistant

**Delta Corporation** - 2010 - 2015

- Patient care, in-room interviews and vital signs EKG, bladder/aorta scan Fasting blood sugar, urinalysis, strep test, influenza swab Injecting .
- Implemented daily documentation of lab activity and monitoring clinic equipment.
- Clinic equipment routine maintenance Skills Used Effective communication, diplomacy, computer skills, the ability to multitask.
- Phlebotomey, problem solving.
- Answer phone calls, start the check in process for patients Perform many clinical tasks such as; taking/recording vitals, performing tests Collecting .
- All point of care testings Documenting and recording in patients charts Booth H Durham Dermatology Turnersville, NJ Certified Clinical Medical .
- August 2012 to-October 2012 Scan, index, organize and manage health information data ensuring quality, accuracy, accessibility and security in paper .

## Education

Certification in Medical Assisting - 2016(National Healthcareer Association - Charlotte, NC)