

# ROBERT SMITH

## Asst. Externship Medical Assistant

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Externship Medical Assistant as clinical and Administrative experience, and the Elite Ambassador.

**MARCH 2013 - MAY 2013**

### **ASST. EXTERNSHIP MEDICAL ASSISTANT - ABC CORPORATION**

- Triaged patients and completed patient charting.
- Perform EKGs with accuracy.
- Performed and average of 10-15 venipunctures daily.
- Performed approximately 10 patients injections daily.
- Administered NEB Treatments on patients with asthma.
- Completed Peek Flow Meter Procedures.
- Independently conducted patient physicals.

**2010 - 2013**

### **EXTERNSHIP MEDICAL ASSISTANT - DELTA CORPORATION**

- Maintained patient files using EMR Scanned documents and uploaded into EMR system Practiced venipuncture and patient vital signs Utilized medical.
- Managing Medical Records Rooming Patients Preparing Charts for Appointments Verify Patient Insurance Prepare and Close Out Exam Rooms Check on.
- Greet and room patients for the doctors Verify patient name and date of birth as well as take height and weight Obtaining patients vital signs.
- Family practice Clinic Greet and register patients .verify patient demographic history Scheduling and calling patients for appointments and.
- Assisting Doctor in minor procedures and autoclave instruments.
- Room patients (vitals and chief complaint), check patients in, send prescriptions to pharmacy, look over blood work, answer phones and take messages.
- Skills Used Blood pressure and basic vital taking, computer skills, and phone skills.

## **EDUCATION**

Certificate in Medical Assistant - 2012(Everest Institute - Silver Spring, MD)

## **SKILLS**

Vitals Signs, Venipuncture, Injections, Bandaging, Throat Swabbing, Urinalysis.

