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James Williams

Phone: (555)734-9006
Home: 1852 Taylor Street, Atlanta, GA 30344
Email: Example@gmail.com

Summary

Detail-oriented medical assistant, experienced with day-to-day operational and logistical needs of medical practice, including: receiving and checking in patients, booking appointments, maintaining supplies and performing sterilization of examination rooms. Identifies doctor and nurse needs, communicates directly with patients, and performs basic nursing procedures as needed and authorized.

Work Experience

Atlanta Family Care, Atlanta, GA
Medical Assistant, November, 2012 - April, 2016

- Arranged transfers and referrals to other doctors, hospitals, psychologists and rehabilitation clinics.
- Explained policies and procedures in layman's terms before starting treatment.
- Weighed, measured and recorded vital signs, including temperature and blood pressure.
- Documented symptoms, medical histories and current medications.
- Answered telephones and directed calls to appropriate physicians, clerks, accountants, insurers and support staff.
- Greeted all visitors in a warm yet professional manner.
- Secured patient information and maintained patient confidence by completing and safeguarding medical records.
- Scheduled patient procedures and testing correctly and to the doctor and patient's specifications.

Dr. Mark Snyder and Associates, Atlanta, GA
Medical Assistant, August, 2009 - August, 2012

- Assisted Doctor with surgeries and non-invasive procedures.
- Ordered X-rays, MRI's, CT scans and standard laboratory tests when appropriate.
- Practiced triage with full waiting rooms, prioritizing the treatment of the most critically ill and injured.
- Sanitized appointment rooms between each patient in accordance with health and safety protocols.
- Performed light cleaning duties around the clinic, including sweeping, mopping, emptying wastebaskets and sanitizing surfaces.
- Handled physician appointment books, rearranging their schedules and penciling in breaks, vacations, meetings and shift changes as necessary.

Genevia HealthCare, Atlanta, GA
Medical Assistant, January, 2006 - July, 2009

- Prepared daily sick call lists for medical, nursing and labs.
- Prepared and ensured patient health records were prepared and available for patient appointments.
- Performed wound care treatment as ordered by providers.
- Monitored expiration of medical supplies and medications.
- Explained to patients the various warnings, side effects and dosage requirements of their prescriptions.
- Mastered bookkeeping software for long-term expenditure tracking.

Education

Certification in Medical Assisting
Georgia Careers, Atlanta, GA

Bachelor's in Human Services
Walden University