|  |  |
| --- | --- |
| Emily Cook | 533 Mill Street,Savannah, GA 17881(123) 456-7899info@hloom.com |
| Work Experience |
| West End Dermatology, Savannah, GA July 2012 to PresentMedical Assistant* Escort patients to exam rooms, obtain medical history and vital signs, and assist the dermatologist during examination and procedures.
* Explain pre- and post-op care to patients for all medical, surgical, cosmetic, and laser procedures.
* Go over patients’ medications and medication schedules.
* Assist in entering information in patient’s chart during and after each visit.
* Assist with surgical procedures and in preparing pathology specimen for pick up.
* Review pathology results with patients as directed.
* Preview various laser procedures including Xtrac laser, Coolsculpting, Cutera, laser hair removal, and UVA/UVB light box.
* Assist with other laser procedures performed by providers including Yag, Sciton, Ultheraphy, and Aura laser.
* Perform various office duties including patient referrals, call backs, patient phone triage, prescription refills, and prior authorizations.
* Manage and explain iPLEDGE protocols for isotretinoin patients.
* Manage office and stock medical supplies including pharmaceutical samples.
* Maintain ongoing contact with pharmaceutical reps and specialty pharmacies.
* Help to organize and participate in various office events such as Open Houses, fundraisers, and office meetings.

Med Express, Savannah, GA November 2010 to June 2012Medical Assistant* Greeted and checked patients in through a docutap system.
* Verified insurance information and collected patients’ co-payments.
* Triaged patients, obtained vital signs, oxygen saturation, and medical history and enteredall information into docutap EMR system.
* Performed phlebotomies. Tested bloods for CMP and CBC using the piccolo chemistry and QB star machines.
* Performed tests such as EKG’s, urinalysis, rapid strep, mono, urine hcg, glucose, and influenza, peak flow testing.
* Gave travel injections and vaccines to patients such as yellow fever, t-dap, influenza, hep A, hep B and performed ppd testing.
* Maintained strict quality control on machines and tests in laboratory.
* Assisted doctor in performing minor surgeries and sutures on patients.
* Performed breath alcohol tests, DOT physicals, pre-employment physicals, and urine drug screen.

Newtown Hospital Savannah, GA April 2006 to October 2010Phlebotomist* Performed phlebotomy procedures on homebound as well as in-house patients.
* Processed specimens using the hospital meditech system.
* Received and prepared blood for testing and sent tests out.
* Complied with strict quality control procedures.
* Performed Team-Leader responsibilities such as delegating work to co-workers, dispatching work and stats, and assigning routes for the next day’s work.
* Responded to stats in a timely fashion.
* Gathered medical histories and vital signs from patients.

Georgia Orthopedic Specialists, Savannah, GA 2005 to 2006Medical Assistant* Performed routine office duties such as answering phones, triaging patients, scanning records, faxing, copying, and filling.
* Documented medications, vital signs, and medical histories in the electronic medical records system.
* Removed casts, staples, sutures, and pain pumps from patients.
* Renewed patients’ prescriptions.
* Scheduled MRI’s, Cat Scans, and other necessary tests through hospital’s patient testing.
* Performed EKG’s and phlebotomy on patients.
* Restocking exam rooms.
* Assisted doctor with any procedures as needed.
 |
| Education |
| Associate of Applied Science in Medical AssistingCollege of Medical Sciences, Savannah, GA |