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| Emily Cook | 533 Mill Street,  Savannah, GA 17881  (123) 456-7899  info@hloom.com |
| Work Experience | |
| West End Dermatology, Savannah, GA July 2012 to Present  Medical 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 2012  Medical 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 2010  Phlebotomist   * 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 2006  Medical 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 Assisting  College of Medical Sciences, Savannah, GA | |