

Ellen Brooks

Certifield Medical Assistant

Mineralwells, WV 26150

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Primary Care Certified Medical Assistant supports the delivery of primary care services in the family practice clinic setting .As a Certifield Medical Assistant performs work as required and function as effective member of the team.

Authorized to work in the US for any employer

Work Experience

Receptionist

Camden Clark Medical Center - Parkersburg, WV

March 2000 to Present

Patient register ,verify insurance Data,collect copays,Answer incoming phone calls,fax Data if needed.Admit patient.excellent customer skills.

Center Registionist represent

Camden Clark Medical Center - Parkersburg, WV

March 2000 to Present

- . greeting customer and family in courteous manner
- . collect accuracy data information
- .scan document and entry in computer
- .answer multiple calls
- .fax data when needed
- .computer software
- . basic medical terminology

Certified Medical Assistant

Camden Clark Medical Center - Parkersburg, WV

March 2000 to Present

Responsibilities

1. Answering telephones,
2. 2.greeting patient,
3. checking patient vitals signs
4. preform physical exam and obtaining the patient medical history,
5. getting there chart ready for the physicians.preparing the patient for the examination and collect required specimens
6. injection as needed
7. .guiding patient about the medication and diet as prescribed by the physician .
8. schedule appointment and cancel appointment.

Prior authorization CT,MRI,MRA Etc.

Accomplishments

My accomplishment has been great learned a lot regarding medication ,injection ,referral.

Skills Used

Coordinate patient care through the clinic,measure vital signs,Blood Pressure heart rate,Oxygen Saturation,height and weight.every patient is record in electronic medical records.simple wound dressing,schedule patient for test and referral patient,

CMA

Camden Clark Medical Center - Parkersburg, WV

March 2000 to Present

Certified Nursing Assistant

Camden Clark Medical Center St Josephs Campus - Parkersburg, WV

2000 to Present

.reporting any health issues to supervising nurse

monitor vital

assist patient with personal hygiene,including bed baths,shaving,nail care etc.

assist patient to bathroom

EKG

Assist doctor and nurses with treatment

CNA - Certified Nursing Assistant

Sisterville H0me Health Hospices - West Union, WV

January 1992 to June 2000

Going from house to house helping with daily leaving ,ADL's with ostomy Care ,Cather Care.etc.

Education

Certified Medical Assistant in CMA

National Association For Health Professionals

2015 to 2016

Medical. Office Assistant

Stratford Career Institute

2010 to 2010

GED in GED

Harrisville High School - Harrisville, WV

January 1999 to January 1999

CNA in CNA

Ohio Valley Career & Technical Center - Parkersburg, WV

June 1992 to August 1992

Skills

- Filing
- Receptionist
- Data Entry
- Billing
- Scheduling
- Customer Service Skills
- Microsoft Word
- Clerical
- Microsoft Office
- Organizational Skills
- Outlook
- Microsoft
- EMR Systems
- Experience Administering Injections
- Vital Signs
- Medical Scheduling
- Insurance Verification
- Medical Office Experience
- Patient Care
- Medical Records
- Epic
- Transcription
- Computer Skills
- Hospital Experience
- Triage
- HIPAA
- Medical Terminology
- Medical Coding
- Order Entry
- Phone Etiquette
- Communication skills
- Customer service
- EHR systems
- Documentation review
- Time management
- ICD-10

Languages

- English - Expert

Certifications and Licenses

CMA

November 2015 to November 2016

Certified Medical Assistant

November 2018 to November 2019

1. Certification #132114

BLS for Healthcare Providers (CPR and AED)

January 2018 to January 2020

Assessments

First Aid — Expert

July 2019

Measures a candidate's ability to identify treatments for common medical emergencies.

Full results: [Expert](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.