

Yonette Barker

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Experience responsible Registered Medical Assistant: seeking a position where I can thrive in delivering my clinical techniques, provide efficient direct patient care, and work collaboratively with Physicians.

WORK EXPERIENCE

MEDICAL ASSISTANT

WellStar Urology- Smyrna GA

Dec 2020-Present

Escorts patients to exam rooms; record patients' chief complaints, medical history and vitals in Epic.

Perform flow rate, urine analysis, bladder scan, and other tests request by the providers.

Assist providers and prep patients for the following in office procedures: vaginal exam, BCG, and pessary placement.

Assist providers with phone messages, in patient care such as Foley placement, voiding trial, injections, irrigation and teaching patients to self-catheterize.

Pre chart for upcoming appointments. Train new entrance employee.

Order and maintain clinical supplies. Ensure logs are updated daily

LEAD MEDICAL ASSISTANT

Advanced Urology- Decatur GA

April 2019- Oct 2020

Escorts patients to exam rooms; record patients' chief complaints, medical history and vitals in Eclinical.

Perform urocuff, uroflow, urine analysis, electromyography, bladder scan, molecular urine test and other tests request by the providers.

Assist providers and prep patients for the following in office procedures: cystoscopy, hydrodistention, vasectomy, circumcision, stent removal, and pessary placement.

Assist providers with phone messages, in patient care such as drain pull, staple removal, foley placement, voiding trial, injections, irrigation and teaching patients to self-catheterize.

Print labs, schedule diagnostic imaging, and other outside reports as needed by providers.

Prepare patients' surgery package for procedures at hospitals.

Assist front office by scheduling appointments and checking in and out patients.

Assist with phlebotomy duties. Train new entrance employees

MEDICAL ASSISTANT

Northside Hospital (Pulmonary & Sleep) - Atlanta GA

February 2017-February 2019

Escorts patients to exam rooms, triages patients, measuring vital signs, including weight, blood pressure, pulse, temperature, oxygen level and documenting all information in patient's chart.

Preparing and administering medications and vaccines to patients, enter vaccine into GRITS.

Preparing and stocking exam rooms.

Preparing and taking chest x-ray.

Schedules clinical procedure; Spirometry, nebulizer treatment and oxygen walk test.

Preparing order for durable medical equipment (DME) companies and certificate of medical necessity (CMN).
Acquiring prior authorization for medications.
Calling in medication to pharmacies and printing scripts for control substances (Rx).
Schedules bronchoscopy, computerized tomography and cancer conference.
Preparing notes for call received and returning calls to patient.
Keeping logs for medication refrigerator, automated external defibrillator (AED) and eye wash station.

Senior Medical Assistant

Covington Clinic- Decatur GA

September 2014- February 2017

Medical Assistant, Front and Back Office

Schedules clinical procedure; spirometry, echocardiograms, minor surgeries and other necessary procedures and tests as instructed.

Coordinates doctor's orders, histories, physical examination and lab work.

Escorts patients to exam rooms, triages patients, measuring vital signs, including weight, blood pressure, pulse, temperature, and documenting all information in patient's chart.

Preparing and administering medications and vaccines to patients, enter vaccine into GRITS, and prepare immunization record for patients.

Preparing paper work and administering allergy testing and treatment to patients.

Order and restock office supplies

Trains new hires, clinical procedures, administrative duties, and new policies.

Verifies health insurances and conducts referrals and prior authorizations.

EDUCATION AND TRAINING

Associate of Occupational Science - Medical Assistant

Westwood College, Northlake GA

July, 2014

Bachelor of Social Science – Public Management

University of Guyana

October, 2005

Basic Life Support

American Heart Association

September 2016

Registered Medical Assistant

American Medical Technologists

August 2014

OSHA Training Certification

ADDITIONAL INFORMATION

SKILLS PROCESSES

Phlebotomy techniques; injections administration; vital signs.
Minor surgeries assistance; examination support; medical terminology.
Patient education; patients' file maintenance; records maintenance.
Appointments scheduling; Insurance company liaison.
Allergy testing and treatment.

CUSTOMER SERVICE

Coordinates schedules for front desk, assists in managerial tasks and serves as the initial contact in problem resolution.
Proficiency in administrative areas including Microsoft Office.
Ensures completion of paperwork, sign-in and security procedures, and scheduling appointments.
Greets all clients, with a friendly smile.
Distributing faxes, memos and e-mails to the appropriate parties and answers inbound calls.