

Bridget King-Seaton

Registered Medical Assistant - Medical Record

Jackson, MS 39209

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Obtain a position that will enable me to use my strong organizational skills, educational background, and ability to work well with people.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Medical Assistant Instructor

Institute of Health and Technology - Jackson, MS

August 2020 to Present

Teaching Introduction to Medical Assistant, Anatomy and Physiology, Terminology, Phlebotomy, Phlebotomy Check offs, EKG, Medical Law, Medical Lab, Clinical Office, Career Development, Psychology, and Medical Insurance

Insurance Verification/ Medical Billing & coding

Minor Med Care

October 2018 to September 2020

Checking Patients in and out, Verifying insurance, entering patient information, Billing & Coding, Billing write offs, taking payments, vital signs, entering patient chief complaint, drawing labs

Registered Medical Assistant

Premise health

November 2013 to October 2018

Medical Coding & Billing, Insurance Verification, scheduling appointments, triaging patient, medical records, filing, scheduling procedures, Medical Record, Front Office Administration

Registered Medical Assistant/Registered Phlebotomist

Trust Care Clinic - Ridgeland, MS

2012 to 2014

- Maintain and update filing, inventory, mailing, and database systems, either manually or using a computer.
- Communicate with customers, employees, and other individuals to answer questions, disseminate or explain information, take orders, and address complaints.
- Prepare and administer medications as directed by a physician.
- Administering IM and SUB-Q injection.
- Drawing appropriate lab on patient, BAT drug testing and Urine testing
- Inventory counting and ordering supplies
- Drawing up medication for patient treatment
- Assisting with Smart Lip-o

- Electronic charting
- Assisting with physical for children and adults
- Allergy testing
- Medical record

Registered Medical Assistant/Assistant Manager Lab/Administrative Support

The Weight Loss Clinic - Ridgeland, MS

2010 to 2012

- Maintain and update filing, inventory, mailing, and database systems, either manually or using a computer.
- Communicate with customers, employees, and other individuals to answer questions, disseminate or explain information, take orders, and address complaints.
- Prepare and administer medications as directed by a physician.
- Administering IM and SUB-Q injection.
- Drawing appropriate lab on patient, BAT drug testing and Urine testing for infection
- Train new employees on phlebotomy and correct lab order.
- Inventory counting and ordering supplies
- Drawing up medication for patient treatment
- Assisting with Smart Lip-o
- Electronic charting
- Assisting with physical for children and adults

Phlebotomist

St. Jude Hospital - Memphis, TN

2010 to 2011

- Maintain and update filing, inventory, mailing, and database systems, either manually or using a computer.
- Administering IM and SUB-Q injection.
- Drawing up medication for patient treatment
- Electronic charting
- Assisting with physical for children and adults

Certified Nurse Assistant

Baptist Hospital - Jackson, MS

2007 to 2009

- Maintain and update filing, inventory, mailing, and database systems, either manually or using a computer.
- Communicate with customers, employees, and other individuals to answer questions, disseminate or explain information, take orders, and address complaints.
- Prepare and administer medications as directed by a physician.
- Administering IM and SUB-Q injection.
- Inventory counting and ordering supplies
- Drawing up medication for patient treatment
- Electronic charting
- Assisting with physical for children and adults

Certified Nurse Assistant

Golden Living Center - Batesville, MS

2006 to 2007

- Administer medications or treatments, such as catheterizations, suppositories, irrigations, enemas, massages, or douches, as directed by a physician or nurse.
- Answer patient call signals, signal lights, bells, or intercom systems to determine patients' needs.
- Apply clean dressings, slings, stockings, or support bandages, under direction of nurse or physician.

Certified Nurse Assistant

Graceland Care Center - Oxford, MS

2000 to 2005

- Collect specimens, such as urine, feces, or sputum.
- Communicate with patients to ascertain feelings or need for assistance or social and emotional support.
- Document or otherwise report observations of patient behavior, complaints, or physical symptoms to nurses.
- Feed patients or assist patients to eat or drink.

Education

Associate in Medical Office . Registered Medical Assistant

Antonelli Community College - Jackson, MS

2010

Nursing Assistant

Graceland Care Center - Oxford, MS

2000

Grenada High School - Grenada, MS

1994

Registered Phlebotomist in Nursing

Antonelli College-Jackson

Skills

- Front Office
- Registered Medical Assistant (10+ years)
- Dermatology
- Pediatrics
- Phlebotomy
- EMR
- Injections
- Vital Signs
- Patient Care
- Medical Coding
- Medical Billing
- Medical Insurance

- DME
- CPC
- Laboratory Experience
- Triage
- Venipuncture
- Medical Scheduling
- Anatomy Knowledge
- Hospital Experience
- ICD-10
- Medical Records
- Clerical Experience
- CPT Coding
- Insurance Verification
- Medical Terminology
- Transcription
- Physiology Knowledge
- Laboratory Management
- ICD Coding

Certifications and Licenses

Certified Nursing Assistant (CNA)

CPR

Driver's License

Certified Clinical Medical Assistant (CCMA)

Certified Medical Assistant

Assessments

Electronic Medical Records: Best Practices — Proficient

May 2019

Knowledge of EMR data, associated privacy regulations, and best practices for EMR use.

Full results: [Proficient](#)

Work Style: Reliability — Highly Proficient

November 2019

Tendency to be dependable and come to work

Full results: [Highly Proficient](#)

Protecting patient privacy — Highly Proficient

June 2022

Understanding privacy rules and regulations associated with patient records

Full results: [Highly Proficient](#)

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

Additional Information

Registered Medical Assistant

Registered Phlebotomist

Insurance Verification