

Latoya Lee

Bluestone Physician Services - Job Priorities

Milwaukee, WI 53205

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414- 477-9927

Compassionate and motivated Medical Assistant who focuses on continually exceeding patient expectations. I have current experiences in successfully performing clinical and laboratory procedures and additional experience in the medical field as a Medical Administrative Assistant. I am thorough and attentive-to-detail when completing tasks and willingly collaborates with team members to provide the highest level of patient care and service. I am Certified in CPR and First Aid.

Work Experience

Bluestone Physician Services

Job Priorities

January 2019 to Present

Personally assist the physician & families with;

Orders, DME's, Face to Face Visit's, Scheduling, Prescriptions Request

Iris Consultant/Case Manager

January 2017 to January 2019

Medical Secretary

Children's Hospital

October 2016 to January 2017

clinical schedule)

Medical Assistant

Extension Healthcare Temp Agency

July 2016 to October 2016

Wheaton Franciscan Volunteer

Patient Service Representative/Medical Assistant

- Answer all incoming calls
- Multi-task daily
- Schedule appointments
- Fax, Copy, Scan, & Document correctly
- Document correct insurance information in epic
- Follow up with insurance companies concerning payments & other claims
- Assist the Wheaton Franciscan doctors as needed
- Follow the daily orders and tasks given under the office manager
- Room patients
- Set up procedure rooms for the doctors
- Record all injections
- vitals

Guardian Staff, Milwaukee, Wisconsin

Medical Receptionist

Medical Receptionist

Blount Orthopedic Clinic - Milwaukee, WI

January 2012 to November 2012

- Answer all incoming calls
- Schedule Appointments
- Assist Ortho Doctors with any procedure as necessary
- Injections such as cortisone, flu shots, & blood draws
- Room Patients
- Sort paper work, assist with insurance billing, and filing
- Disinfect rooms after work office hours

Student

Bryant & Stratton College

2010 to 2012

Medical Assisting Intern

Concentra - Urgent Care - Brookfield, WI

October 2011 to December 2011

- Welcomed patients; verified patient information; prepared, assisted and accurately completed all forms
- Roomed patients and obtained and recorded medical history and vital signs
- Performed blood draws using a straight needle; spun blood using a centrifuge
- Performed drug screen collections for both DOT and non-DOT drug screens
- Ensured preparation of pick-up and shipment of specimens to appropriate laboratory
- Performed EKGs and administered injections; performed vision screenings and hearing exams
- Accurately followed instructions from specialty physicians; assisted provider during examinations and treatment; assisted with suture application and prepared patients for x-rays
- Applied bandages, dressings, and splints as order by the provider
- Performed urine dips and glucose tests; administered strep throat and TB tests
- Educated patients on results of biometric screenings and how to make adjustments to lifestyle choices
- Maintained supplies and cleaned rooms and equipment; followed proper asepsis procedures
- Professionally answered phone calls; assisted with patient check-in and check-out procedures
- Ordered patient prescriptions; performed follow-up calls regarding test results
- Audited patient files; became knowledgeable of guidelines for filing federal documents
- Obtained patient medical records; faxed referrals, results, and medical records

Concierge

Birchwood Healthcare and Rehabilitation Center - Milwaukee, WI

May 2011 to October 2011

- Answered phones in a professional and courteous manner; directed calls when necessary
- Greeted residents; provided facility tours; discussed admissions process; assisted with accurate completion of required documents
- Reviewed referrals and admitted patients; administered medications attended daily meetings
- Assisted the Admission Coordinator in performing various tasks; planned events including health fairs

Certified Nursing Assistant/Receptionist (Company Closed)

Hillview Nursing Home - Milwaukee, WI

October 2004 to February 2008

- Assisted residents with activities of daily living; provided professional service to clients and families
- Professionally answered and directed calls to the appropriate party
- Assist elderly with their ADL's

Teaching Assistant

Auntie Lois Family Child Care - Milwaukee, WI

October 2001 to December 2007

- Provided continual care and safety to children; assisted with the development of skills
- Implemented lesson plans; managed bookkeeping; assisted with preparation of meals and daily cleaning

Volunteers

Pentecostal Power Church current

- Prepare bag lunches for the women's and men shelter
- Participate in community neighborhood clean up on every 2nd Saturday of each month
- Participate in serving the community in free breakfast on 2nd Saturdays of each month

Education

Associates Degree in LPN Nursing

Bryant & Stratton College - Wauwatosa, WI

May 2020

Associate Degree in Medical Assisting

Milwaukee Area Technical College - Milwaukee, WI

May 2012

Skills

- Scheduling
- Time Management
- Microsoft Office
- training
- Outlook
- Office Management
- Data Entry
- EMR Systems
- Medical Office Experience
- Epic
- Excel
- Office Manager Experience
- Microsoft Word
- Customer Service

- Medical Receptionist

Certifications and Licenses

CPR

Nationally Registered Certified Medical Assistant (NRCMA)