

Bianca Howard

Registered Medical Assistant

Florissant, MO 63033

biancahoward48_ydg@indeedemail.com

+1 314 463 7411

I'm an experienced Registered Medical Assistant and Certified Nursing Assistant looking for a career. I have excellent team building and interpersonal relations skills, I value safe, positive and respectful care for all patients. I have a great work ethic and can communicate effectively. I'm always open to learning new skills and taking on new challenges. I'm self-disciplined, motivated and easy to manage and a trustworthy employee that produces quality work. I'm a level-headed health professional that will remain calm and effective in extremely difficult and stressful situations. I have a strong belief in importance of companionship and support in patient care.

Authorized to work in the US for any employer

Work Experience

Registered Medical Assistant

Total Access Urgent Care - St. Louis, MO

October 2018 to June 2019

I'm a member of the clinical staff team. I perform various procedures consisting of EKGs, OCL casting, splinting, assistance with applying orthopedic braces, vaccinations, injections, venipuncture, IV placement, suture/staple removal, wound care, initial assessments, obtain vitals and dispensing medications. In addition to this I perform clinical laboratory testing, STD testing, iSTAT, LFT, A1c and rapid lab testing.

Phlebotomist

LabCorp - St. Louis, MO

April 2017 to December 2017

I was a member of the Phlebotomy team. I was responsible for patient registration and insurance verification. In addition to these duties I was responsible for inventory, venipuncture and lab processing and shipping.

Registered Medical Assistant

Select Medical Corporation - St. Louis, MO

May 2016 to April 2017

I performed various procedures consisting of EKGs, OCL casting, splinting, assistance with applying orthopedic braces, vaccinations, injections, suture/staple removal, wound care, venipuncture, initial assessments, PFT, Lift testing, Fit testing, obtain vitals, inventory and dispensing medications. In addition to this I performed clinical laboratory STD testing and rapid lab testing. Patient registration, insurance verification/authorization and phone triaging.

Registered Medical Assistant

SLUCare - St. Louis, MO

May 2015 to October 2015

I was responsible for patient registration, insurance verification, appointment scheduling, phone triaging, obtaining patient referrals, obtaining insurance authorization for medications, imaging and surgical procedures, vaccinations, injections and initial assessments.

Registered Medical Assistant

Professional Employment Group - St. Louis, MO

July 2014 to April 2015

I was responsible for patient registration, insurance verification, appointment scheduling, phone triaging, obtaining patient referrals, obtaining insurance authorization for medications, imaging and surgical procedures, vaccinations, injections and initial assessments.

Registered Medical Assistant

Esse Health - St. Louis, MO

March 2014 to July 2014

I was responsible for patient registration, insurance verification, appointment scheduling, phone triaging, obtaining patient referrals, obtaining insurance authorization for medications, imaging and surgical procedures, vaccinations, injections and initial assessments.

Registered Medical Assistant

Select Medical Corporation

July 2013 to March 2014

I performed various procedures consisting of EKGs, OCL casting, splinting, assistance with applying orthopedic braces, vaccinations, injections, suture/staple removal, wound care, venipuncture, initial assessments, PFT, Lift testing, Fit testing, obtain vitals, inventory and dispensing medications. In addition to this I performed clinical laboratory STD testing and rapid lab testing. Patient registration, insurance verification/authorization and phone triaging.

Registered Medical Assistant

Mercy Pediatrics - St. Louis, MO

October 2012 to July 2013

I was responsible for patient registration, insurance verification, appointment scheduling, phone triaging, obtaining patient referrals, obtaining insurance authorization for medications, imaging and surgical procedures, vaccinations, injections and initial assessments.

Education

Associate in Nursing

Saint Louis Community College - St. Louis, MO

January 2020 to Present

High school or equivalent in Medical Assistant

Everest College - Earth City, MO

May 2009 to July 2011

Skills

- Urine & Hair Drug Testing

- Breath Alcohol Testing
- Phlebotomy
- Epic
- Vital Signs
- Injections
- Scheduling
- Receptionist
- EHR
- EMR
- Medical Administrative Procedures
- Clinical Procedures
- Venipuncture
- Laboratory Experience
- Medical Office Experience
- Laboratory Procedures
- Medical Receptionist
- Caregiving
- Patient Care
- Anatomy Knowledge
- Hospital Experience
- Computer Skills
- Transcription
- Insurance Verification
- Clerical Experience
- Triage
- Medical Scheduling
- Medical Billing
- Physiology Knowledge
- Medical Records
- Medical Terminology
- Medical Coding
- Microsoft Word
- Quality Assurance
- ICD-10
- ICD Coding
- Phone Etiquette
- CPT Coding

Certifications and Licenses

Registered Medical Assistant (RMA)

February 2012 to Present

American Medical Technologists

CPR Certification

Certified Nursing Assistant (CNA)

Assessments

Medical Lab Procedures - Phlebotomy — Highly Proficient

December 2019

Selecting proper supplies based on physician orders for specimen collection protocol.

Full results: [Highly Proficient](#)

Medical Terminology — Proficient

April 2019

Understanding and using medical terminology

Full results: [Proficient](#)

Certified Medical Assistant — Proficient

November 2019

Providing nursing aid to patients using knowledge of relevant equipment and procedures.

Full results: [Proficient](#)

Verbal Communication — Proficient

May 2019

Speaking clearly, correctly, and concisely

Full results: [Proficient](#)

Scheduling — Proficient

December 2019

Cross-referencing agendas and itineraries to avoid scheduling conflicts.

Full results: [Proficient](#)

Nursing Aide Skills — Expert

January 2020

Providing nursing aid to patients using knowledge of relevant equipment and procedures.

Full results: [Expert](#)

Personality: Customer Service Fit — Proficient

January 2020

Measures the traits that are important for high-quality customer service.

Full results: [Proficient](#)

Medical Receptionist Skills — Expert

January 2020

Managing physician schedules and maintaining accurate patient records

Full results: [Expert](#)

Reliability — Proficient

January 2020

Measures a candidate's tendency to be dependable and come to work.

Full results: [Proficient](#)

First Aid — Highly Proficient

June 2019

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

Full results: [Highly Proficient](#)

Electronic Medical Records: Best Practices — Highly Proficient

January 2020

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

Full results: [Highly Proficient](#)

Data Entry — Expert

June 2020

Entering data quickly and accurately

Full results: [Expert](#)

Home Health Aide Skills — Expert

June 2020

Providing care to patients in a home setting

Full results: [Expert](#)

Customer Focus & Orientation — Highly Proficient

July 2020

Responding to customer situations with sensitivity

Full results: [Highly Proficient](#)

Customer Service — Highly Proficient

July 2020

Identifying and resolving common customer issues

Full results: [Highly Proficient](#)

Nursing Aide Skills — Expert

January 2020

Providing nursing aid to patients using knowledge of relevant equipment and procedures.

Full results: [Expert](#)

Medical Receptionist Skills — Expert

January 2020

Managing physician schedules and maintaining accurate patient records

Full results: [Expert](#)

Electronic Health Records: Best Practices — Highly Proficient

December 2019

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

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.