

# Rhonda Stevens

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To obtain a position with a company or organization that will allow me to utilize my knowledge, training and skills.

#readytowork

Authorized to work in the US for any employer

## Work Experience

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### **Lead Medical Assistant**

Morningstar Children and Family Services - Brunswick, GA

June 2021 to Present

Assists the health care needs of the residents and ensuring the medical licensing requirements are met. Works with staff, service providers, families, and social service agencies to meet the needs of the clients. Attend clinical and treatment team meetings. Schedule medical and dental appointments. Document instructions, consultations and changes in medication or treatment on the appropriate medical forms. Communicate the medical needs/treatments of the resident to the appropriate staff. Monitor medical treatment of the residents, including benefits or side effects of medications. Provide health education and counseling to residents on health issues on an individual basis or in groups. Provide clerical support to the Director of Residential Services. Ordering supplies for the Medical Clinic.

### **Community Health Worker**

Somatus - McLean, VA

May 2020 to Present

- Works under the guidance of physicians and/or a nurse care manager.
- Follow-up with health management plans and goals.
- Establish positive, supportive relationships with participants and provide feedback.
- Conduct an initial triage assessment to help align patients with the most appropriate program in accordance with program guidelines.
- Documents their activities in the care coordination platform, including care plan activities conducted.
- Engages with patients who need assistance with self-care needs in addition to what a nurse care manager can provide via phone, such as:
  - Address language and cultural barriers to care management and self-care.
  - Coach and guide the patient to meet both personal and clinical goals.
  - Schedules provider appointments on behalf of their patients.
  - Accompanies patients to their appointments when needed.
  - Reminds patients of their upcoming appointments.
  - Helps patients access community and government-based services, including possibly filling out paperwork for the patient.
  - Helps to teach the caregiver about symptom response plans.
  - Arranges transportation.
- Facilitates closing gaps in care by educating patients about preventive monitoring and working with physician practices to schedule diagnostic testing.
- Assists patients with enrolling to access educational videos.
- Participates in the integrated care team meetings.

## **Registered Medical Assistant/ SCRIBER**

Summit Sports Orthopedics - Brunswick, GA

January 2020 to May 2020

Triage patients  
Removal of Sutures/Staples  
Dressing changes  
Cast and Splint Application  
Complete orders from physicians  
Input data for the physicians  
E-scribe/call in prescriptions  
Wound Care  
Assist with Injections/Procedures

## **Employee Health Medical Assistant**

Mayo Clinic - Jacksonville, FL

November 2019 to January 2020

- Employee Health Routine Surveillance
- Used EHR system
- Administered vaccines
- Scheduled employees appointments
- Perform Respiratory Fit Testing
- New Hires Drug Screen
- Responsible for charting
- Assist with FMLA paperwork
- Performed in-office procedures
- Responsible for back office duties

## **Registered Medical Assistant/Medical Liaison**

Glynn County Sheriff's Office - Brunswick, GA

July 2017 to August 2019

Pass out medications to the detainees, FSBS, obtain detainees medical history, HCG/UA screens, phlebotomy, triage, vitals, assist physician and PA with exams and sick call, maintain and fax records, order medication from the pharmacy, flu testing and flu vaccines, PPD's, EKG's and attend medical emergencies through the jail. Schedule medical and dental appointments to an outside provider, coordinate transportation for transferring detainees to other facilities and corresponds to the US Marshall's regarding theirs federal detainees.

## **Registered Medical Assistant**

AppleCare Immediate Care - Jesup, GA

November 2015 to August 2017

Check vitals  
Perform venipuncture collections on all ages  
Prepare specimen for shipping  
Pregnancy testing  
Put patients into exam room  
Assist FNP with exams/physicals  
Quality Controls  
Referrals

Follow up calls  
DOT physicals  
Drug Screens  
BAT testing  
EKG's  
Strep test  
Flu testing  
Allergy injections  
Ventrogluteal injections

### **Registered Medical Assistant/Linkage and Retention Coordinator(Social Worker)**

Glynn Care Center - Brunswick, GA  
June 2013 to June 2017

Check vitals  
Perform venipunctures on all ages  
Prepare specimen for shipping  
UA screenings  
Pregnancy testing  
HIV testing/Counseling  
Put Clients into exam room  
Assist FNP with exams/physicals  
Quality Controls  
Clerical Duties  
Pass out medications  
Inventory Check  
Referrals  
Follow up calls

Assists in administration of medications and treatments, takes vital signs, and/or draws blood or collects other bodily fluids, as directed by a physician or nurse

Prepares client for procedures and examination. Assists with physical preparatory needs. Assists the clinician during the exam.

Order and maintain inventory supplies.

Documents and inputs laboratory results and data in the record appropriately.

Tracks medication and maintains required reports.

Sends reminders of scheduled appointments and notices of missed appointments to clients.

Establishes and maintains logically organized filing and record keeping system that can be used by other department members with little difficulty.

Ensures all files contain all appropriate documents.

Maintains confidentiality of records as necessary and follows department policy regarding release of information.

Monitors, records and reports symptoms and changes in clients' conditions.

Linkage and retention on all consumers and conduct monthly and quarterly reports on adherence.

### **Phlebotomist**

Liberty Regional Medical Center  
May 2010 to March 2015

Collection of blood specimens from patients and transportation to the laboratory for analysis

Performed laboratory support functions as applicable and a variety of clerical support services  
Assisted nursing units with specimen collection, specimen transport, and needed supplies  
Operation of Centrifuge  
Operation of a copier, fax machine, telephone, printers, and other information system support equipment

### **Front Desk Clerk/Medical Assistant**

Optim Orthopedics

October 2010 to June 2013

Clerical Duties

Check Eligibilities/Obtain referrals and authorizations

Check patients in and out

Post Charges

Draw up injections

Check Vitals

Assist Doctors with Injections

Removal of sutures and staples

Wound care

### Education

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#### **Associate in Science**

Virginia College - Savannah, GA

2013 to 2015

#### **Certificate in Phlebotomy**

Savannah Technical College

June 2010

### Skills

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- Microsoft office (5 years)
- Docutap (4 years)
- Microsoft Outlook (5 years)
- VHN (4 years)
- Careware (5 years)
- Cisco (6 years)
- Spreadsheets (4 years)
- Patient Care
- Receptionist
- EKG
- CPR
- Injections
- Microsoft Word
- Patient Care

- EMR
- Vital Signs
- Receptionist
- CPR Certified
- Medical Records
- Scheduling
- Venipuncture
- Phlebotomy
- Filing
- EHR
- Laboratory Experience
- Triage
- Medical Scheduling
- ICD-10
- Social Work

## Certifications and Licenses

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### **Registered Medical Assistant (RMA)**

November 2017 to November 2020

### **Blood Alcohol Testing**

Present

### **Antiretroviral Treatment and Access to Services**

April 2016 to Present

### **Phlebotomy**

June 2013 to Present

### **CPR/First Aid**

April 2018 to April 2020

### **CPR/First Aid/AED Instructor**

July 2019 to July 2021

## Assessments

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### **Nursing Aide Skills — Highly Proficient**

November 2019

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

Full results: [Highly Proficient](#)

### **Specimen Collector — Highly Proficient**

September 2019

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

Full results: [Highly Proficient](#)

### **Administrative Assistant — Proficient**

August 2019

Using basic scheduling, attention to detail, and organizational skills in an office setting.

Full results: [Proficient](#)

### **Case Management & Social Work — Familiar**

August 2019

Prioritizing case tasks, gathering information, and providing services without judgment.

Full results: [Familiar](#)

### **Work Style: Reliability — Completed**

October 2019

Tendency to be dependable and come to work

Full results: [Completed](#)

### **Nursing Skills: Clinical Judgment — Completed**

November 2019

Assessing a patient's condition and implementing the appropriate medical intervention.

Full results: [Completed](#)

### **Home Health Aide Skills — Highly Proficient**

May 2020

Providing care to patients in a home setting

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.