Myla Moore

Certified Medical Assistant

Houston, TX

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**Certified Medical Assistant**- Ability to make quick solid decisions in emergency situation, awesome verbal and communication skills, patient satisfaction is a plus, and knowledge of most medical assistant position and more.

**Administrative-** Knowledge of a few EMR such as Epic, Cerner and ECW-10. Very computer smart in most software programs such as MSW, Excel, Spreadsheet, PowerPoint. Able to answer phones, deal with patient inquiries, schedule appt, file, copy and fax paperwork as required.

**Clinical-** Ability to perform duties as follows and more- rooming, injections, venipuncture, phlebotomy and set up the specimen ready for pick up, triage, PFT, EKG, dispense/call in for meds, set up/assist doctor in any procedure as needed-Gyne procedure: Pap, Colposcopy, Leep, General procedures such as trigger injection, mole removal, birth control removal/insertion and more.

**Work Experience**

**Traveling Certified Medical Assistant**

Nuwest Traveling Agency

October 2021-Feb 2022

Marshfield Wisconsin- Performed clinical duties on EMR-Cattails.

Rooming, vitals, ordering labs, specialties, and Xray as ordered by provider and scheduled for same day if applicable. Administer injections, paperwork as discussed by provider.

**Certified Medical Assistant**

Miles Square-Chicago, IL

October 2015-August 2021

Perform mostly clinical with moderate administrative duties as follows:

Rooming, vitals, injections, phlebotomy including preparing to go to lab as well as urine/fecal labs, POC testing- UA/HCG, HBA1C, glucose testing, Hgb, EKG, and prepare rooms for any procedure as needed- gyne procedure, physicals, trigger injections, etc. Also scheduled patients, fax/copy paperwork as needed, clean, stock, nurse pool- patient/other company inquires, med refills. Worked mostly in Family Practice.

**Residential Substitute Desk Clerk**

Threshold-Chicago, IL

July 2015- October 2015

Provide overnight structure and coverage to the residence, which include supervision and assistance of clients with ADL, care needs, case management, medication monitoring, transportation, supportive counseling, crisis management and recreational and social activities. Also duties as follows- welcoming visitors, answering phones, and act as a liaison and client advocate for community resources, ensure a safe therapeutic environment while adhering to safety standards.

**Certified Medical Assistant**

All Med Personnel Staffing- Clearwater, FL

October 2014- April 2015

Worked with the city of Clearwater providing medical care as directed-Rooming, vitals, injections, phlebotomy including preparing to go to lab as well as urine/fecal labs, POC testing- UA/HCG, EKG, and prepare rooms for any procedure as needed. Also scheduled patients, fax/copy paperwork as needed, clean, stock, nurse pool- patient/other company inquires, med refills.

**Phlebotomist**

Tifton Regional Hospital- Tifton, GA

February 2010- February 2014

Perform venipuncture on all ages of patients as ordered. Send specimen to lab for processing.

**Phlebotomist**

Rockford Memorial Hospital-Rockford, IL

March 2008- March 2010

Perform venipuncture on all ages of patients as ordered. Send specimen to lab for processing.

**Certified Medical Assistant/Clinic Coordinator**

Physician Immediate Care

August 2005-February 2008

Rooming, vitals, injections, phlebotomy including preparing to go to lab as well as urine/fecal labs, POC testing- UA/HCG, Drug/Alcohol tech, eye/ear testing, ear irrigations, EKG, and prepare rooms for any procedure as needed- gyne procedure, school/work physicals, Workman comp-help in suturing/irrigations, patient wrapping wounds/cleaning, etc. Also scheduled patients, fax/copy paperwork as needed, clean, stock, order stocks according to clinic needs, nurse pool- patient/other company inquires, med refills. Also trained other Medical Assistants that came to the clinic. Urgent Care practice.

**Education**

Rockford Career College

Associate degree in Applied Science- MA

Rockford East High School

Diploma- 5/1996

Certifications

CMA/BL