

Tammy.Barton@lmunet.edu

606-344-2776

Corbin, KY 40701

## Skills

- Wound Management
- Medication and IV administration
- Patient Assessment and Care
- Policy and procedure compliance
- Interpersonal and written communication
- Prioritization
- Solution-driven
- Effective listening
- CPR/First-aid certified
- Quality control
- Equipment testing and calibration
- Calm under pressure
- Clinical applications
- Venipuncture and phlebotomy
- Specimens collection and processing
- HIPAA compliance
- Administering hearing tests
- Audio technologies
- Understands medical procedures
- Patient Care
- Patient rights advocacy
- Electronic Health Records Management

## Education And Training

*Expected in 05/2022*

**Associate of Science:**

Nursing

**Lincoln Memorial University**

Harrogate, TN

**Some College (No Degree):**

Prerequisite

**Somerset Community College**

Somerset, KY

## Certifications

- Certified Medical Assistant (CMA)
- Certified Occupational hearing conservationist
- Certified EKG Technician (CET)

# Tammy Barton

## Summary

Currently completing nursing studies, graduation scheduled on May 7, 2022 from Lincoln Memorial University. Quality driven and efficient with interpersonal communications, leadership skills, and electronic medical record system (EPIC). Offers hand-on experience in multiple units with 7 years of healthcare experience as a Certified Medical Assistant. Passionate about patient advocacy and retaining a positive mindset. Love volunteering in the community and giving back.

## Experience

### **Baptist Health Medical Group - Certified Medical Assistant 3**

*Corbin, KY*

*05/2015 - Current*

- Performed preliminary physical tests to accurately record results in patient history summary.
- Educated patients about medications, procedures and physician's instructions.
- Obtained blood samples for medical testing and transfusion through venipuncture or capillary puncture.
- Administered continuous and 12-lead electrocardiogram monitoring.
- Administered medications, tracked dosages and documented patient conditions.
- Used sterile techniques to prepare patients for procedures.
- Trained new staff on facility policies, procedures and electronic medical record management systems.
- Contacted pharmacies to submit and refill patients' prescriptions.
- Secured patient information and maintained patient confidence by completing and safeguarding medical records.
- Maintained inventory, vaccination and product expiration logs to record updated documentation for tracking purposes.
- Efficiently performed insurance verification and pre-certification and pre-authorization functions.
- Followed principles of asepsis and infection control to meet patient safety guidelines.
- Administered rapid tests for COVID and strep to help clinical staff assess conditions.
- Implemented inventory tracking system to maintain product accessibility and lower equipment cost.

### **Computer Science Corporation, CSC - Document Preparation Specialist**

*Williamsburg, KY*

*06/2007 - 08/2014*

- Filed and stored completed documents on computer hard drives and maintained computer filing systems to store, retrieve, update and delete documents.
- Proofread documents and corrected errors in grammar, spelling and punctuation.
- Complied with security policies and kept information confidential.
- Documented repair processes and helped streamline procedures for future technical support actions.

- Certified Pulmonary Function  
Technologist

