**Ronchel Jones, CCMA**

3379 Columbia Trace Decatur, GA 30032 786.277.8325 roncheljones88@gmail.com

**CERTIFIED MEDICAL ASSISTANT \* EXPERIENCED MEDICAL ADMINISTRATOR**

**EDUCATION\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**FORTIS College - Smyrna Campus GPA: 3.3**

Medical Assistant Diploma Graduation: 9/2019

**MEDICAL SKILLS & TRAINING\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| * Pharmacology | * 10 Years of Customer Service | * Injections |
| * Phlebotomy | * Medical Terminology | * Capillary Punctures |
| * Medical Billing & Coding | * Technical Helpdesk Experience | * Vital Signs/BLS |
| * 2 Yrs. Urgent Care/ Acute Patient Care Exp | * Primary Care/OBGYN | * Data Entry & Analysis |
| * Administrative Skills | * Proficient in Microsoft Office | * Type 50 WPM |
| * EKG’s * EMR- VelociDoc ,Epic, DocuTap | * Patient Charting/Triaging * Front Desk * Insurance Verification | * Compassionate Caregiver * Covid Screener * In Office Surgical Experience |

**PROFESSIONAL EXPERIENCE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Certified Medical Assistant**

**HealthChoice Urgent Care**

**May 2021- Present**

* Used first aid and preventive medical procedures to stabilize critically ill patients.
* Performed patient service duties by communicating directly with patients, answering questions and assisting with concerns.
* Assisted physicians by completing EKGs, phlebotomies, glucose tests and pulmonary functioning tests.
* Calibrated diagnostic equipment.
* Completed urinalysis tests for employment drug screens.
* Used DocuTap tolog various pathology results with 0% error rate.
* Prepared specimens for testing procedures.
* Assisted with routine checks and diagnostic testing by collecting and processing specimens.
* Efficiently performed insurance verifications, pre-certifications and pre-authorization functions.
* Updated inventory, expiration and vaccine logs to maintain current tracking documentation.
* Performed X-Rays , suture removal and dressing changes.

**Certified Medical Assistant**

**Wellstar Health System**

**January 2020 to May 2021**

* Assisted health care providers during examinations
* Performed minor in office surgical procedures (sutures, abscess removals, ingrown toenails)
* Performed laboratory tests on the premises
* Administered medications and injections
* Recognized every month and during reviews as top performing CCMA
* Authorizing drug refills as directed
* Assisting and following CDC protocol to help with COVID affected patients
* Performing venipunctures
* Preparing patients for x-rays; taking electrocardiograms
* Taking accurate vital signs
* Providing top notch and excellent patient care and customer service.

**United States Postal Service – Atlanta, GA 11/2017-01/2020**

City Carrier Assistant

* Sort mail by facility and zone area; assist rural and city carriers with mail sorting
* Deliver certified material and packages in a timely manner

**Peachtree Immediate Urgent Care –Douglasville, GA 2019**

**Medical Assistant Extern**

* Triaged over 40+ patients daily; Measured and recorded patient’s vital signs
* Prepped examination rooms; checked inventory and restocked necessities for exam rooms
* Performed quality control tests and calibrations for ambulatory and lab equipment
* Recorded patient medical history using VelociDoc EMR system
* Performed front office check-in and insurance verification
* Assisted in the preparation and performance of minor surgery ( cyst removals, sutures placement and removal, ingrown toenail removals)
* Performed venipunctures and injections
* Administered medications per doctors order
* Performed CLIA waives tests and EKG’s

**Evicore Healthcare – Bluffton, SC 2016 to 2017**

Non-Clinical Intake Representative

* Verified patient’s eligibility and member benefits through Web Denis and the Health Plans
* Assisted MD’s, LPN’s, and HP providers with retroactive claims
* Authorized and scheduled radiology, cardiology and radiation therapy procedures for members
* Worked with Nurse Practitioners to overturn denied cases
* Handled high call volumes of 100+ calls daily
* Knowledge of ICD-10 & ICD-9

**GeekSquad/Wipro- Atlanta, GA 2015 to 2016**

IT Help Desk Agent

* Assisted clients with quick fixes and troubleshooting methods for devices such as computers, tablets, printers, laptops, and routers
* Performed remote sessions to assist clients with online support of their devices

**CERTIFICATIONS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| * Certified Clinical Medical Assistant (CCMA) - NHA * Current BSN Student ( Herzing University) | * BLS, AED, First Aid, CPR | * HIPAA |