**PROFESSIONAL PROFILE**

Productive and efficient Medical Assistant with 5+ years in the healthcare industry. Providing clients with exceptional care as a Patient Care Technician. Which includes super communication interpersonal organizational and time management abilities. Capable of working in high demand situations and effectively completing multiple tasks and achieving company objectives through productivity and perseverance. Committed to providing high-quality care while complying with company policies and regulations.

**SKILLS SUMMARY**

* Patient support
* Collecting vitals
* Team player
* Interpersonal
* Customer Service
* Microsoft Proficient

**PROFESSIONAL EXPERIENCE**

*Medical Assistant-Health Coach*

* Performs medical reviews using established criteria sets and/or performs utilization management of professional, inpatient or outpatient, facility benefits or services, and appeals
* Documents decisions using indicated protocol sets or clinical guidelines
* Provides support and review of medical claims and utilization practices
* Medical Assistants pre-screen 100% of the thousands of Risk Management referrals, as well as assist with Chronic Kidney Disease referrals
* Assist with locating accurate member information and contact numbers. Also obtain medication lists for members, allowing for accurate screening and management
* Perform outreach to members to offer case management services.

*Patient Care Technician*

* Conduct instrument safety checks and programming for ultra-filtration
* Obtain and record pre and post dialysis evaluations, vital signs, and weight
* Perform vascular access cannulation
* Initiate dialysis treatment according to prescribed orders and monitor patients
* Obtain hemostasis and apply appropriate dressing
* Evaluate patient prior to discharge/termination and report any unusual findings and complaints to nursing staff

*Direct Support Staff*

* Provide daily assistance to disabled and special needs individuals
* Administrative data entry, documentation, patient contact, and confidential filing
* Monitor and distribute oral medication and supplements
* Perform and document patient vital signs
* Provide patient transport and emergency first aid assistance when needed

**WORK EXPERIENCE**

***Medical Assistant*** Blue Cross Blue Shield ~ Columbia, SC 12/2016 – Present

***Patient Care Tech*** Fresenius Medical Care ~ Lugoff, SC 11/2014 – 12/2016

***Direct Support Staff*** Sumter County DSN ~ Sumter, SC 05/2012 – 11/2014

 **EDUCATION**

Central Carolina Technical College Associate Degree Nursing- Pursing Sumter SC