Carmetta Gibson

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 (706)784-0053

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Registered Medical Assistant with high level of efficiency. Self-starter, outstanding performer, effective communicator, seeking a career opportunity where my recent experience and education maybe utilized towards company’s growth.

**Summary of Qualifications and Skills**

* Health Information Technology
* Medical/Billing Terminology
* Software/hardware instillation
* Microsoft Word, Power Point, Excel
* Data Base Administration
* Insurance eligibility and authorizations
* Scheduling
* Laboratory processing
* Coding
* Billing
* Detail Oriented
* Electronic Records Management
* Appointment Scheduling
* Eight years customer service experience
* Typing forty WPM

 **Professional Experience**

 **Morehouse School of Medicine Covid Clinic – Patient Services Rep – January 2021 – June 2021**

* Schedule patients for covid vaccine.
* Input demographic information.
* Navigate through epic EMR system.
* Contact patients for appointment reminders.
* Check in patients for vaccine appointments.
* Check out patients after visit and issue a return appointment.
* Copy and print appointment schedule.
* Copy, print and assemble covid screening packets.

 **Global Guidant/Planet Forward/Medical Screener – April 2020 – April 2021**

* Take vital signs.
* Screen employees of Covid symptoms.
* Supply PPE to employees.
* Stock and replenish PPE.
* Fill out documents, logs, and staff roster.
* Copy, print, scan.
* Customer Service.
* Allow or deny entry based on screening results.
* Medical consultations/Covid education.

 **Trinity Health/Registered Medical Assistant – June 2019 – May 2020**

* Triage Patients
* Document using EPIC EMR.
* Process laboratory specimens.
* Communicate with providers and medical staff.
* Stock laboratory and exam rooms.
* Input lab results.
* Injections.
* Administer medications.
* Chaperone providers during exams and procedures.
* Order test and medications for providers.

 **NThrive /EJGH/ Patient Access/Radiology/Oncology-2018-2019**

* Verify Insurance.
* Document EMR daily.
* Retrieve Prior authorizations.
* Make/answer/transfer phone calls.
* Communicate with nursing and clinical staff.
* Collect Copayments.
* Educate patients on benefit information.
* Register/Pre- Register patients on or before arrival.
* Code drugs and procedures.

 **University Medical Center / Scheduling/ Physical Therapy – 2018**

* Contact patients and set up available appointment time.
* Maintained therapist appointment availability log.
* Assessed patient charts through Epic EMR system.
* Answered phone lines and scheduled patient’s appointment request.
* Maintained Patient appointment log.

**Ekhaya Youth Project / Claims Support Administrator – 2016 -2017**

* Verified and entered insurance authorizations into database.
* Assigned ICD 10 and CPT codes.
* Abstracted PHI for daily claim submission.
* Checked for accuracy of patient health information.
* Assist claims department with software training.
* Prepare and submit clean claims.
* Print, scan, copy, and file forms.

 **Atlanta Technical College/ Student/ Medical Billing and coding – 2014-2016**

* Practiced using billing and coding software.
* Practiced paper claims submissions.
* Data entry
* Checked Claims for accuracy
* Researched laws and federal guidelines
* Assigned ICD and CPT codes using coding manual.

**Medical Weight Loss Solutions/ Medical Assistant/ Back Office - 2010-2011**

* Performed routine administrative and clinical tasks.
* Answered telephones, greeting patients, updating, and filing medical records, filling insurance claims, handling correspondence, scheduling appointments.
* Gathered medical histories and recording vital signs, explaining treatment procedures to patients, preparing patients for examination.
* Arrange examining-room instruments sharps, keep waiting and examining rooms neat and clean.
* Filed, pulled, and organized files.
* Scheduled appointments electronically

**Education**

* Everest Institute Medical Assistant

2010 - 2011

* Atlanta Technical College Health Information Technology

2014 - 2016

* SUNO New Orleans Health Information Management

2017 - 2018