

Tosha Napier

Lisman, AL 36912

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Medical Assistant with over 10 years of experience. Detailed-oriented, attentive, and motivated to help organizations thrive. I have experience in both clinical and administrative duties and a true passion for helping people in the healthcare profession.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Medical Assistant

UW Health OBGYN/Centra Healthcare Solutions - Madison, WI

February 2022 to Present

Responsibilities Included: initial assessment of patient data, obtaining vital signs, converting patient information into medical record, medication reconciliation, given injections, assisting with colps, gyn exams, explanation insertions and removal, IUD insertions and removal, maintain exam rooms, NST, and EKG.

Medical Assistant

Parkview Walkin Clinic/Spectrum Healthcare Services, Inc. - Fort Wayne, IN

October 2021 to January 2022

Responsibilities Included: initial assessment of patient data, triage, obtaining vital signs, converting patient information into medical record, medication reconciliation, given injections, visual acuity, maintain exam rooms, EKG's, POCT, COVID, FLU, RSV, Strep testing.

Traveling Medical Assistant

UW Health Urology Clinic/Centra Healthcare Solutions - Madison, WI

May 2021 to August 2021

Responsibilities Included: initial assessment of patient data, obtaining vital signs, converting patient information into medical record, medication reconciliation, uroflow, PVR, assisting with female exams, and assisting with catheterization set up and changes.

Traveling Medical Assistant

Samaritan North Lincoln Clinic/Centra Healthcare Solutions - Lincoln City, OR

March 2021 to April 2021

Responsibilities Included: initial assessment of patient data, obtaining vital signs, converting patient information into medical record, medication reconciliation, given injections, visual acuity, maintain exam rooms, EKG, COVID Swab, hearing exam, and immunization.

Medical Assistant

UNIVERSITY PHYSICIANS- FLOWOOD FAMILY MEDICINE CENTER - Flowood, MS

November 2020 to March 2021

Responsibilities Included: initial assessment of patient data, obtaining vital signs, converting patient information into medical record, medication reconciliation, given injections, visual acuity, maintain exam rooms, EKG, ABI, COVID Swab, FLU Swab, Nebulizer treatment, hearing exam, assisting with Pap's, electrocardiogram, phlebotomy, and assisting in lab.

Medical Assistant/Phlebotomist

CRAssociates - Meridian, MS

March 2020 to November 2020

Responsibilities included: Communicate directly with patients and provide assistance during patient visits, manage multiple phone lines, insurance eligibility verification, schedule appointments, medication reconciliation, patient education, phlebotomy, prepare and label blood and urine specimens, and complete required paperwork.

Certified Medical Assistant

SOUTHVIEW MEDICAL GROUP - Birmingham, AL

November 2018 to December 2019

Responsibilities Included: initial assessment of patient data, obtaining vital signs, converting patient information into medical record, medication reconciliation, given injections, A1C and blood sugar, insulin pump downloads, EKG's, conducted patient education, help coordinate patient care, visual acuity, maintain exam rooms.

Certified Medical Assistant/Suitability Coordinator

Naval Battalion Medical Center - Gulfport, MS

March 2016 to October 2018

Responsibilities include: obtaining vital signs, initial assessment of patient data, EKG's, scheduling appointments, insurance verification, visual acuity, telephone consults, scanning and filing documents, medication reconciliations, immunization verification, provide screening knowledge to service members and/or dependents for overseas screening, sea duty screening, transfer screening, commissioning screening, operational duty screening, retirement and separation physicals, PD HA, PHRA, mobilization screening for deploying, Periodic Health Assessment, EMR experience, and patient education and counseling, and MRRS

Certified Medical Assistant/Administrative Assistant

Naval Air Station - Meridian, MS

May 2008 to February 2016

Responsibilities included: Liaise with insurance providers (Tricare), handling phones systems and appointments, medical documentation, and creating administrative correspondence and reports, telephone consults, faxing, filing, scanning and copying documents, and type 30+ words a minute and electronic medical record experience. Patient education and counseling, medication reconciliation, pre-authorizations, visual acuity, cerumen impaction, suture removal, wound care, maintain medical supplies and equipment care, injections, electrocardiograms, assisting with Pap's, and assisting Providers with surgery and non-invasive procedures.

Certified Medical Assistant

L. Keith Guinn M.D - Butler, AL

February 2006 to September 2007

Responsibilities Included: height and weight, vitals, scheduling appointments, answering phones, faxing, filing, telephone consults, medical records request, patient education, medication reconciliation,

insurance claims and verification, visual acuity, cerumen impaction, audiograms and tympanograms, pulmonary function test, cast removal, suture removal, wound care, assisting in lab (lipid panels, liver function test, accu-chek, rapid strep, urinalysis, urine pregnancy, drug screening collection and processing), autoclaving, assisting with Pap's, electrocardiogram, and assisting with minor surgery.

Education

High school diploma in Medical Assistant

Capps College - Mobile, AL
February 2006

Skills

- EMR Systems (10+ years)
- Patient Care
- Vital Signs
- Experience Administering Injections
- High Availability
- Insurance Verification
- Epic
- Venipuncture
- Phlebotomy
- Laboratory Experience
- Medical Office Experience
- Medical Scheduling

Certifications and Licenses

CPR Certification

Certified Medical Assistant