**Shekeima Smith**

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**EDUCATION**

**New Age Training,** NewYork, NYOctober 2016 - July 2017

*Skills Learned*

* Classroom Management
* Medical Office Administrative Procedure
* Effective Patient Relations
* Effective Written Communication
* Student Motivation
* Medical Office Administrative Procedure
* Medical Insurance & Billing
* Medical Office Clinical Practices
* Patient Safety, Medical Emergencies, First Aid
* Cooperative Learning
* Interactive Learning
* Career Development
* Externship
* CPR

**WORK EXPERIENCE**

**Kootenai Health Internal Medicine,** Coeur d’Alene, ID February 2022 – October 2022

*Travel Medical Assistant*

* Communicated clearly and effectively with patients to verify

information, determine purpose of visit and record medical history

* Administered injections in both the deltoids and glutes
* Performed ear lavages, depression screenings, EKG’s and, Snellen Eye Charting
* Answered and made phone calls to give patient results/doctor’s notes
* Assisted doctors in the exam room with procedures
* Refilled prescriptions through Epic
* Maintained and enhanced the organization's credibility by ensuring the

cleanliness and sanitation of all facilities, equipment, and exam rooms

**Covid Testing Sites,** Long Beach, CA December 2021 – February 2022

*Travel Medical Assistant*

* Followed all required policies to avoid the transmission of COVID-19 illness by correctly wearing proper

Personal Protective Equipment (PPE), including masks, face shields/goggles and gloves

* Administered rapid and PCR testing on over 800 walk ins each day as required by the medical centers guidelines
* Worked outdoors in different weather conditions to help coordinate lines, screenings, testing and giving out test results for Covid
* Monitored expiration dates, rotating stock to limit outdated product and removed outdated items from use

**Mercy Hospital OBGYN/ER,** Buffalo, NY October 2021 - November 2021

*Travel Medical Assistant*

* Prepared treatment rooms for patients which included well women exams, routine prenatal visits, IUD’s and Biopsies
* Recorded patients medical history, vital statistics, or information such as tests results into EPIC
* Performed routine laboratory test as well as printed the appropriate requisitions
* Administered pre-operative EKG and ECG tests

**Mount Sinai Dubin Breast Center ,** New York, NY  January 2019 – October 2021 *Oncology Associate / Medical Assistant*

* Verified patient information by interviewing patient, recording medical history, and confirming purpose of visit
* Perform routine laboratory test, help administer injections and collect specimen
* Perform phlebotomy procedures by drawing and collecting blood
* Organize and clean examination room and equipment
* Performed EKG by placing appropriate leads on the body
* Answerd phone calls and schedule appointments
* Assist Physician in procedure room

**CCRM Fertility ,** New York, NY February 2018 - January 2019

*Medical Assistant*

* Weigh, measure and record vital signs including temperature and blood pressure
* Perform phlebotomy procedures by drawing and collecting blood samples
* Assist Physician in the room with Biopsies, IUI’s, Sonograms and Saline Sonograms
* Utilize Phreesia and Centricity to call back patients and see what they need for their visit
* Use EMR to scan and put patients medical records in chart

**Manhattan Podiatry,**New York, NY                                                                     ​                         July 2017 – February 2018

*Medical Assistant*

* Answered incoming calls, took detailed messages and scheduled patient’s appointments
* Took and printed x-rays
* Prepared and sterilized instruments
* Collected required insurance co-payments, deductibles, and patient balances
* Checked patient’s insurance for eligibility, benefits, and claims
* Assisted doctors during surgery by passing off surgical instruments
* Managed different office locations alone when needed including all front and back work
* Placed orders for supplies and made sure every room was stocked​
* Use photocopier, scanner and fax machines whenever required

**ADDITIONAL**

* **Skills:** Microsoft Office (Word, Excel, PowerPoint), Nationally Certified Medical Assistant (RMA), Nationally Certified Phlebotomy Technician (CPT), Epic Trained