Erica Davis

Palmetto, FL 34221

ericadavis328_vdt@indeedemail.com

+1 941 518 4421

Committed and motivated medical induvial with excellent communication and computer skills; ability to work independently or as part of team. Exceptional customer-relation and decision-making skills. Strong work ethic, professional demeanor and great initiative.

Work Experience

Licensed Practical Nurse

Scarano and Taylor Pediatrics - Bradenton, FL
February 2018 to March 2020

Performed excellent nursing skills completing day to day nursing tasks. Tasks included but not limited to triaging of patients (obtaining vitals, measurements and medical history), administering immunization injections and various injections, inserting urine catheters, planning and managing patient care according to each patient's needs, educating patients on health, assisting with in office procedures, performing ear lavages, handling wound care and providing coverage in other office duties as needed.

Medical Assistant

Andlos Institute - Sarasota, FL
September 2012 to August 2016

Assisted in both clinical and administrative duties. These duties includes, but are not limited to: scheduling appointments, answering multiple phone lines, patient medication orders and re-orders, assisting with surgical procedures, Administering procedure consultation and prep. Vital reading and patient care.

Receptionist

North River Family Center - Palmetto, FL
November 2010 to December 2011

Assisted in all areas of administrative work including data entry, receptionist duties, answered multiple phone lines, and file organization. Prepared patient charts, pre-admissions and consent forms as necessary. Scheduled patient appointments, experienced in prior authorizations, insurance verifications, and medical coding and billing. Demonstrated knowledge of HIPAA Privacy and Security Regulations by appropriately handling patient information.

Phlebotomist

Sarasota Memorial Hospital - Sarasota, FL
February 2008 to July 2010

Demonstrates the knowledge and skill necessary to function in ordering, processing and receiving specimens in the Laboratory. Performs proper routine blood/urine collection on neonate/infant, adult, and geriatric patients. Understands and follows Corporate Compliance, Joint Commission, OSHA, Waste Management, and safety protocol and procedures. Cross trained to perform all registration functions including: Scheduling, Pre-registration, Insurance verification, and Upfront Collections. Accumulated

patient requests/returns by providing quality care and time efficiency. Increased Press Ganey scores by 20%

Front Desk

National Pain Institute - Bradenton, FL
March 2004 to January 2008

Provided excellent customer service. Vital readings, EKG, answered telephones and scheduled appointments. Registered patients, handled patient questions and concerns. Demonstrated proper protocol involving billing and insurance. Assisted with minor procedures, and injections. Maintained general office duties which included filing, mail and document distribution, and faxing. Skilled in multi-tasking.

Education

Licensed Practical Nursing

Manatee Technical College - Bradenton, FL
2015 to 2017

License/Certification

Keiser University - Sarasota, FL
2007

Nursing Licenses

PN

Expires: July 2023

State: FL

Skills

- Phlebotomy knowledge (10+ years)
- Clinical experience (10+ years)
- HIPPA compliance (10+ years)
- Healthcare billing
- Medical terminology
- CPR/BLS certified
- Sharp critical thinker
- Strong organizational skills
- Complex problem solver
- Excellent communication skills
- Quality control procedures
- Fast learner
- AED certification

- Microsoft Office skills
- Pediatrics
- LPN
- EMR Systems
- Vital Signs
- Triage
- Experience Administering Injections
- Medical Billing
- Leadership
- Medication administration

Certifications and Licenses

CCMA
March 2020 to March 2022

LPN
July 2022 to July 2023

Certified Medical Assistant

CPR Certification

BLS Certification