

# Desiree Martin

Lawrenceville, GA 30043

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Versatile surgical/clinical support and administrative professional offering direct care and safety expertise. Strong team player and problem solver, who readily adapts to change, works independently and exceeds expectations. Able to juggle multiple priorities and meet tight deadlines without compromising protocols and quality. Friendly, dependable and goal driven.

Authorized to work in the US for any employer

## Work Experience

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### **Endoscopy Technician**

United Digestive - Lawrenceville, GA

January 2022 to Present

- Assists with the delivery of direct patient care under the supervision of a registered nurse
- Explains procedures and expected sensations to patient and provides instructions to ensure patient cooperation and to minimize discomfort. Provides both emotional and physical support to patients during procedure.
- Sets up appropriate equipment for procedures and ensures necessary supplies are available
- Assists physician with procedure as directed
- Takes and record vital signs.
- Places blood pressure cuff, sensor for pulse oximeter, ECG leads, nasal cannula, and grounding pad.
- Collects, prepares, and labels specimens accurately
- Reports patient finding/observations to supervisor or RN responsible for the patient in a timely fashion
- Cleans, maintains, and understands processes to handle expensive and fragile equipment according to manufacturer's published guidelines
- Cleans and maintains an adequate supply in procedure rooms, utility rooms, pre-op, and recovery area, etc.
- Responsible for reporting broken equipment to supervisor or RN in charge, for sending out equipment for repair and maintaining an accurate count of endoscopes according to practice policy
- Demonstrates knowledge of and follows infection control procedures according to policy.
- Supports and upholds established policies, procedures, objectives, quality improvement, safety, environmental infection control, and codes and requirements of accreditation and regulatory agencies.
- Makes post procedure telephone calls
- Documents on all forms/systems as required
- Able to follow written and verbal direction involving policy and procedure pertinent to patient care.
- Assists with admission/discharge procedures as directed
- Cross trains and provides back-up support for any area, including scope room, and front office area.
- Displays willingness to expand range of skills to include minor procedures and data entry
- Completes all required trainings as directed
- Performs any other duties and/or special tasks as assigned.

## **Medical Assistant**

North Pointe OB/GYN - Cumming, GA  
November 2019 to January 2022

Vitals, EMR system, Working up patients, specimens, prepping rooms, stocking, Cultures, urine cultures

- Measured vital signs
- Prepared charts
- Scheduled appointments
- Scheduled labs
- Roomed patients
- Called in medication refills
- Restocked patient rooms
- Verified insurance
- Performed in-office procedures
- Provided patient care
- Obtained patient vitals
- Triage patients
- Responsible for scheduling patients for appointments
- Ordered labs
- Responsible for back office duties
- Assisted with insurance verification
- Assisting with Procedures Colps, IUD, LEEP, Hysterectomy in office, etc

## **Medical Assistant**

EAR, NOSE & THROAT ASSOCIATES - Johns Creek, GA  
September 2019 to November 2019

Assistant with vitals, procedures, clean and stock rooms, use the autolave to clean instruments. Make phone calls to patients to refill prescription or in for them of their results.

## **Physician Office Clinical Assistant (POCA)**

WellSpan Health - York, PA  
January 2017 to September 2019

Well span Family Medicine 1575 Bannister Street York PA Medical/Surgical/Laboratory 12 Jan 2017-Present

Physician Office Clinical Assistant (POCA)

## **Physician Office Clinical Assistant (POCA)**

Women's Healthcare Group OBGYN - York, PA  
July 2015 to January 2017

Provide Direct care and Office support for large women's health practice: responsibilities include medical, surgical and laboratory roles. Commended for proficiency and responsiveness.

## **Physician Office/Clinical Assistant /Scrub Technician**

Advanced Vein & Laser Center - York, PA  
September 2013 to July 2015

Successfully performed all duties pertaining to surgical technology and clinical support for fast paced surgical center. Responsibilities include but not limited to pre and post op patient care, surgical theater

prep procedure support and safety count, sterile field maintenance, recovery room support, orders and transcripts, coding and billing.

### **Medical Administrative Assistant Intern**

Gastroenterology Associates of York - York, PA  
May 2013 to June 2013

### **Certified Nursing Assistant**

Colonial Manor Rehab - York, PA  
1996 to 1996

## Education

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### **Associate in Specialized Business Degree in Medical Administrative Assistant**

Consolidated School of Business - York, PA  
January 2012 to June 2013

### **Certified Nursing Assistant**

Harrisburg Area Community College - York, PA  
1996

## Skills

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- Urgent Care
- Internal Medicine
- Vital Signs
- Receptionist
- Patient Care
- Injections
- Epic
- Athena (Less than 1 year)
- EKG
- CPR
- CPR Certified
- Medical Records
- Phlebotomy
- Scheduling
- EMR
- Filing
- EMR Systems
- Medical Collection
- Medical Office Experience
- Triage
- Computer literacy

- Anatomy Knowledge
- Medical Terminology
- Laboratory experience
- Medical scheduling
- Insurance verification
- Medical receptionist
- Venipuncture

## Certifications and Licenses

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### **CPR**

### **Certified Nursing Assistant (CNA)**

### **BLS Certification**

February 2022 to February 2024