

Sylbrevia Pettaway

Medical assistant/LPN

Milwaukee, WI 53208

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Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Medical Assistant

Aurora Health Care - Milwaukee, WI

October 2018 to Present

I am currently employed at Aurora health care in the Urology department. I serve as a medical assistant to 7 urologist and 7 physician assistants primarily running clinic with 3 to 4 at a time. The clinic is fast paced scheduling 30 to 40 patients per doctor 10 minutes apart. As a medical assistant I am responsible for maintaining a steady patient flow for the physicians. My duties include but are not limited to rooming patients, collecting specimens, vitals, updating medications and HPI, catheter changes and insertion, Foley's, placing orders, assisting with stent removals and cystoscopy. Aurora health care currently uses Epic.

Medical Assistant

Aurora Health Care - Milwaukee, WI

March 2019 to October 2020

Worked as a medical assistant for urgent care.

- Performed phlebotomy
- Provided wound care treatment
- Escorted patients to exam rooms
- Assisted providers with medical procedures
- Recorded patient vital signs

Medical Assistant/Receptionist

Forefront Dermatology - Milwaukee, WI

June 2016 to September 2018

As a receptionist I am responsible for checking in patients, collecting copays, answering phone calls, maintaining a neat and orderly waiting room and offering outstanding customer service. As a medical assistant I room patients, obtain medical history diagnosis and chief complaints as well as order and refill medication. I also draw blood, administer anesthetics, assist in surgeries and minor procedures, suture removals, take notes for the doctor. This employer used EHR.

WI Administrator assistant

Gifted Hands Home Healthcare LLC Milwaukee

May 2016 to 2017

As an Administrator assistant I am responsible for all Intake applications, employment applications, new hire orientation and maintaining both employee and client files and reviews. I provide customer service by greeting and directing walk-ins, answering and following up on phone calls as well as responding to emails. Write and distribute company memos as well as exhibit and maintain a positive team work atmosphere.

WI- Eligibility Patient Liaison Services

NCO Financial Systems Milwaukee

October 2012 to May 2016

As an Eligibility Liaison I would screen patients for insurance eligibility. Knowledge in both State and Government offered insurance, Complete applications and follow-up with the County, medical professionals and patients, Attend professional meeting and answer any questions pertaining to eligibility within the program, Check accounts for active insurance coverage and billing purposes, Worked and maintained an up to date route

Home Health Care Aide

New Health Services Milwaukee

September 2010 to September 2012

As a PCW (personal care worker) I would care for elderly and disabled clients in their home. This included all basic needs such as bathing, transfers, incontinence care, and medication distribution. I maintained house hold chores such as washing clothes, cleaning and shopping for household items as well as meal preparation. As a PCW I provided not only a service but companionship while maintaining the integrity of the client to staff relationship.

WI - CBRF/Home Care Aide

Dungarvin Wisconsin Milwaukee - Milwaukee, WI

February 2007 to June 2008

Responsible for daily cares for adults with developmental disabilities. Performed housekeeping duties: cooking, cleaning, washing clothes and dishes, and running errands as well as accompanied clients to various health care appointments. Administered medication and documented information in medical records along with all daily cares and behavioral reports. Planned and attended recreational outings. I would often have to use critical thinking skills given the nature of the clients being serviced. Instructed and advised clients on issues such as household cleanliness, hygiene, nutrition and range of motion exercises.

WI - Home Visitation Worker

Reversing the Trend Milwaukee

March 2006 to July 2007

Provided ongoing support to families and individuals by assisting with problem solving, parenting skills, child developmental needs, budgeting, advocacy, and other skills that will increase the family's ability to effectively set goals and achieve success. Working in collaboration with community resources to facilitate timely access of resources for families.

Provided quality analysis of data through written narratives. Basic competencies of locating families, building trust, and building strength and on the encompassing competencies of timing and detecting.

Education

Diploma in LPN

Herzing University - Brookfield, WI
September 2021 to August 2022

Diploma in Medical Assistant

Sanford Brown College - West Allis, WI
2011

Skills

- Vital Signs
- Patient Care
- EMR
- Receptionist
- CPR
- EKG
- Injections
- Microsoft Word
- Anatomy Knowledge
- Physiology Knowledge
- Medical Office Experience
- Triage

Certifications and Licenses

Dermatology tech

Present

I completed the required clinic hours and online modules and test through www.dermatologytech.com

Drivers License

Home Health Aide

CPR Certification

February 2022 to February 2025

Additional Information

Experienced professional offering top-quality leadership, direction, and technical assistance for your business operation. Offering excellent communication and management skills, able to deal with sensitive and confidential issues in a professional manner. Offer the ability to prioritize in changing and challenging circumstances to perform effectively under pressure and adaptable to change. Confidently

Interface with all levels within a diverse organization including co-workers, key business stakeholders, and the community at large.

Profile skills

Ability to prioritize, organize and multi-task responsibilities. Can handle multiple phone lines, filling and charting. Knowledge of keyboarding, Microsoft and data entry. Familiar with medical terminology, hands on experience in blood draws, finger pokes, blood pressure, pulse, respiration, CPR, EKG, sutures, preparing for minor surgery, clinical procedures, urinalysis, specimen collection, throat cultures, and rooming/triage. Proficient in medical asepsis, human anatomy and physiology and hematology.