

Dyonte Blake

Experienced Medical Assistant

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(123) 456-7890

Warren, MI

[LinkedIn](#)

WORK EXPERIENCE

Henry Ford Medical Center

Medical Assistant/ Phlebotomist

Warren, MI | 2017 - current

- Obtained vital signs, drew blood, and organized blood samples for later processing by the lab.
- Prepared and administered medications as directed by physician during the visit. Recorded in the EMR system (Cerner) in real time.
- Managed rooming and patient flow, escorted patient to and from examining rooms, and directed patients to the front desk upon the completion of the patient's appointment or treatment.
- Managed nursing in-box requests and maintained the sample medication supplies and the patient care supply inventory.
- Verified patient information by interviewing patient, reviewing their medical history, and confirming the purpose of their visit.
- Electronically ordered lab, x-ray, and medical supplies as directed.

Insight Surgical Hospital

Medical Assistant

Warren, MI | 2011 - 2017

- Maintained comprehensive and accurate logs for equipment including refrigerator logs, eyewash logs, sample medications, AED, suction and others.
- Interviewed patients then measured vital signs such as pulse rate, temperature, blood pressure, weight, and height, and recorded all information on patients' charts.
- Stocked assigned rooms and cupboards to insure sufficient levels of supplies were maintained, and introduced a system to manage supply inventory that saved 4 hours every week.
- Documented all patient visits in the EMR system (Cerner) quickly and accurately.
- Provided customer service to internal and external customers via phone, email, and in person discussion.

SKILLS

Electronic Medical Records (EMR) software (Cerner)
HIPAA and OSHA regulations
Microsoft Office (Word, PowerPoint, Excel)

EDUCATION

Macomb Community College

Certificate of Achievement
Medical Assisting
2010 - 2011
Warren, MI

Fitzgerald High School

High School Diploma
2006 - 2010
Warren, MI

CERTIFICATIONS

- Certified Phlebotomy Technician (CASC), 2017
- Certified Medical Assistant (AAMA), 2017
- CPR and First Aid (ARC), 2019