

Shannon Shone

Jonesboro, GA 30236

shanjavierjr1314@gmail.com

+1 505 507 9178

Authorized to work in the US for any employer

Work Experience

Medical Assistant

Arthritis & Rheumatology Center PC - Cumming, GA

November 2022 to Present

Greet patients and escort them to the examination rooms; assist patients with the completion of forms as necessary. Take vitals sign. Call pharmacy to order or refill patients medications. Call patients back and letting them know if something is urgent. Become familiar with clinic computer hardware and software and use according to company policies. Answer multiple line and multiple telephone lines. Schedule appointments and accommodate patient appointment needs, such as ordering transportation, rescheduling, etc. Contact insurance companies to verify eligibility. Perform clerical work as needed, i.e., copying, filing, faxing, etc. Comply with patient needs at all time and ensure all questions are answered. Maintain procedure rooms by ensuring that they are neat and ready for use at all times. Assist doctor or physician assistant. Prepare patients before procedures and clean up after. Monitor supply levels and replace as needed. Apply knowledge of sterile techniques. Work overtime as required. Additional duties as assigned

Medical Assistant/Phlebotomist

Natural Medical Solutions - Roswell, GA

January 2022 to November 2022

1. Wide knowledge of detoxification, hydrotherapy, osteopathy, homeopathy and herbal medicine. Ability to use an Electronic Medical Records (EMR). Good understanding of patient confidentiality policies, HIPAA and Universal Precautions. Ability to complete projects within required deadline. Experience with greeting patients and answering phones. Computer proficiency with special focus on Word, Excel & EMR services. Administering IM injections and performing blood draws. Cover the front desk duties. Performs clinical duties such as discussing symptoms and gathering and inputting information into the electronic medical records system, taking vital signs, giving injections, performing diagnostic tests, collecting specimens, drawing blood, sterilizing and cleaning equipment, and maintaining examination rooms at an outpatient care site clean.

Administrator

Paradise Valley Home Care, LLC - Blue Gap, AZ

September 2016 to January 2022

Home care administrators oversee staff and departments in the home care agency serving patients at home. They hire and manage nurses and other health care staff who provide services to patients in home or non-clinical care environments. Also support meetings, making sure they run smoothly and that minutes are kept. Deal with any queries efficiently. Develop and maintain good filing systems and with

mail, filing/billing health insurance company, scanning, stationery, photocopying and any other office tasks.

Internship Medical Assistant

World's Famous Dermatologist - Atlanta, GA
November 2021 to November 2021

Experience include working in a fast-paced Dermatologist office to patients, and assist with all areas of patient care along with the Provider. Scheduling appointments, sent medication prescriptions electronically, document paperwork and filing in the correct order. Checking out patients. Assist Provider with minor surgery. Help bag the Biopsy test, and transfer syringe draw. Help set up all the rooms with all the daily supplies for the Provider. Help prepare the injections for the Provider using proper protocol calls. Help with inventory on daily supplies, assist with Allergie test. Clean and disinfect and prepare the exam room for the next patient.

Live-in Caregiver/CNA

Mi Casa Home Health Care - Albuquerque, NM
January 2012 to December 2016

- Medication reminders, Personal care and grooming, Toileting assistance and continence care. Transportation to and from appointments. Meal planning and preparation. Light housekeeping. Socializing and life enrichment activities.

Nursing Assistant

Lovelace Women's Hospital - Albuquerque, NM
February 2007 to January 2010

Worked in Labor and Delivery Room...assisting the nurses and doctors and helping the mothers who gave birth. Worked in the ER assisting and helping with vitals, charting, making rounds, and assist the nurses and doctors as needed.

Education

Certificate in Medical Assistant

Progressive Medical Institute - Peachtree Corners, GA
May 2021 to March 2022

Certificate in Licensed Practical Nurse (LPN)

University of New Mexico-Main Campus - Albuquerque, NM
January 2011 to May 2013

Certificate in Certified Nursing Assistant

Universal Care Home Health Agency, LLC - Albuquerque, NM
January 2013 to March 2013

Certificate in Nursing Assistant

Central New Mexico Community College - Albuquerque, NM
January 2008 to July 2009

High School Diploma in General Studies

Rough Rock High School - Rough Rock, AZ

June 2007

Skills

- Caregiving
- Vital Signs
- Hospital Experience
- Microsoft Word
- Microsoft Excel
- First Aid
- CPR
- Charting
- Home Care
- Nursing
- Experience Administering Injections
- EMR Systems
- Phlebotomy
- Venipuncture
- Laboratory Experience
- Triage
- Patient Care
- Medical Records
- Medical Terminology
- Computer Skills
- Medical Office Experience
- Insurance Verification

Languages

- Navajo - Fluent
- English - Fluent

Certifications and Licenses

Certified Nursing Assistant (CNA)

March 2013 to October 2018

CPR Certification

Certified Phlebotomist

October 2021 to October 2023

Medical Assistant

Certificate of Medical Assistant completion. Working on taking my CMA exam.

Additional Information

BLS Certification