

CHARLES BELL ELLIS

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Medical Assistant/Technician

I have over a decade experience as a Medical Assistant with extensive background in Urology, Emergency medicine, Pharmacology and Lab procedures. I feel that the skills and knowledge that I have acquired between U.S. Army and in the civilian workplace will make me a great asset in any medical environment. In my time with the military and the civilian sector I have trained on and have proficiently trained others on the following electronic charting and transition systems:

- E-Clinical
- Meditech
- Unicare
- PharmMed

I am currently looking for a night and weekend position as a skilled medical assistant/unit secretary or medical technician in a clinical, hospital or laboratory setting.

Professional Experience

ABC CLINICAL SERVICES NEW YORK NY

2006 to Present

Medical Assistant

- Educated patients on their allergies – source of allergy, how to avoid exposure, and proper use of medications.
- Documented all patient notes on the computer.
- Created / implemented new administrative procedures, including:
 - Work scheduling of 10-hour work days with Monday through Thursday (with Fridays off) schedule for full time staff Friday work days for part-time employees. Avoided layoffs.
 - Organization of patient messaging system that avoided need for nurse call backs

DEF HEALTH SERVICES NEW YORK NY

2005-2006

Medical Assistant

- Preparing patients for health care visit
- Placing patient in exam room for provider evaluation
- Obtaining medical history including vital signs
- Verifying patient information
- Prepares, assists and accurately completes all forms.
- Assists providers during examination and treatment, performs all ancillary tests appropriate to skill level, Certifications and state regulations Assists in surgery set up and injury care
- Dispenses medications
- Applies bandages, dressings and splints
- Educates patients
- Keeps supplies ready, maintains supplies, cleans rooms and equipment, and stocks rooms
- Take X-Rays orders
- Performs drug screen collections for both DOT and Non-DOT drug screens, using proper chain of custody
- Ensures preparation for pick-up and shipment to appropriate laboratory for specimens to be picked up

Medical Assistant

- Demonstrated proficiency in taking patient medical histories and vital signs, as well as in performing venipunctures, injections and various diagnostic procedures and ancillary tests (e.g., EKGs, immunoassays, chemistry analysis, hematology, urinalysis and x-rays).
- Ensured the cleanliness, sanitation and maintenance of all facilities, exam rooms and equipment.
- Helped implement practice's quality assurance and control program. Efforts ensured compliance with HIPAA, CLIA and OSHA regulations; improved patient care/satisfaction.
- Assisted Physicians in minor surgeries.
- Reacted calmly and effectively in emergency situations, and added the personal, caring touch that immediately put patients at ease.

Education

- Pursuing BSN- Accepted and enrolled in PHCC ASN program for fall 2010.
- Medical Specialist Training School, Fort Sam Houston, Texas
- Army Primary Leadership and Development Course, US Army
- Emergency Medical Technician Course, Fort Campbell, KY
- Otoacoustic Emissions Hearing Program, Fort Campbell, KY
- Trauma Advanced Medical Training, Fort Campbell, KY,
- Quarterly in-service training relating to all aspects of medical care
- PHTLS, Fort Campbell, KY
- NRP, Fort Campbell, KY
- CPR, Fort Campbell, KY, Hudson FL
- Toxicology training and education. LabCorp, Brooksville, FL
- Paternity/DNA collection training and education. LabCorp, Hudson, FL
- Interstim Medtronic's neuromodulator training, Clearwater FL

Awards

- Honor Graduate from Medical Specialist School- 1997
- Commandant's List for Primary Leadership and Development Course- 2001
- Good Conduct Medal 2002 and 2003
- Various Military Awards and Ribbons including Army Achievement and Army Commendation Medals