

Heather Tyson

Experienced Medical Assistant

Largo, FL 33774

heathertyson@yahoo.com

+1 419 708 9923

Professional Summary

Over 20 years experience in Medical Assisting. Very proficient, hardworking and willing to work and self-motivated individual.

Willing to relocate to: Clearwater, FL - Pinellas Park, FL - Pinellas County, FL

Authorized to work in the US for any employer

Work Experience

Certified Medical Assistant

Baycare Medical Group-Saint Petersburg, FL

December 2023 to Present

Triage patient phone calls, check messages, rooming patients, vaccine inventory/ordering, ear lavages, vaccinating, assisting in procedures, venipuncture, customer service, suture removal, vitals, and supply inventory.

Medical Assistant/Medical Receptionist/ Medical Biller for Pediatrics/ Aesthetics

Children's Intensive Caring-Toledo, OH

November 2015 to Present

I am a Medical Assistant full-time for a Pediatric office, I room the patient's, do the vitals, triage and chart the sx. I do testing such as; flu swabs, strep throat cx and send out specimens, urine testing, blood sugar glucose testing, peak flow testing, giving medications and administering vaccines. I also do the Medical Receptionist position of answering the phone, triaging calls, making appointments, scheduling testing, faxing, scanning, sending emails, calling back to do checkup calling after sick appointments, check in and check out and verifying insurances. I also did Billing and Coding as well. I do on-call position which insists of answering the office phone that gets forwarded to my phone after work hours on the weekend all weekend or during the week after work hours until the office opens the next day, when I am scheduled for it. I did supply ordering and vaccine inventory and ordering.

Medical Assistant/Triage Nurse

Fifth Avenue Pediatrics-Saint Petersburg, FL

May 2021 to December 2023

Triage phone calls, room patients, do vitals, prep sterile field for doctor, give vaccines, fax, appointment scheduling, clerical and clinical abilities.

Vaccine ordering/ monitor inventory, prior authorizations, and ear piercings

Medical Assistant for family practice/ weight loss clinic

MN Angels Clinic- Dr. Jabaly-Toledo, OH

January 2012 to December 2014

I roomed the patients, did vitals, worked with family practice physician/ weight loss clinic dr. triaged patients, administered b-12 supplement vaccine and testosterone supplement vaccines. drug screening for Suboxone patient's.

Medical Assistant Pediatrics/ Endocrinology

Dr. S. Bhandaru-Toledo, OH

June 2004 to August 2011

I answered calls, made appointments, sent out lab specimens, roomed patients, vitals on patients, prepared vaccines, faxing, charting, filing.

Education

diploma in LPN nursing school

Athena Career Academy-Toledo, OH

June 2012 to December 2014

Associate's degree in Medical Assisting

Lincoln College of technology-Toledo, OH

June 2009 to November 2011

High school diploma in General Studies

Wauseon High School-Wauseon, OH

August 1999 to June 2002

Skills

- ICD-9
- Nursing
- Clerical experience
- EMR Systems
- Anatomy knowledge
- Vital signs
- Pediatrics
- Childcare
- Medical terminology
- Medical Records
- Medical coding
- Experience Administering Injections
- Medical Office Experience
- Phlebotomy
- Customer service
- ICD-10
- CPT Coding
- Cerner
- EMR systems

- Medical Coding
- Patient Care
- Medical records
- Triage
- Insurance Verification
- Anatomy Knowledge
- Phone Etiquette
- Transcription
- ICD Coding
- Specimen collection / processing
- Physiology Knowledge
- Medical Receptionist
- Medical Scheduling
- Medical Billing

Certifications and Licenses

BLS Certification

CPR Certification

Certified Medical Assistant

April 2024 to April 2026

I received my Certification through NHA on April 13, 2024. Certification is good for 2 years. You complete CE's in that timeframe and renew every 2 years to stay active.