

Taniqua Gilchrist

Medical Assistant

Raleigh, NC 27609
taniquagilchrist@gmail.com
919-771-8995

Medical Assistant- To provide quality health care to patients for their personal needs. Understand the needs of the organization and support the mission, values, and management. To seek the opportunity to contribute my skills and training to the health care team. Highly motivated and inspired by helping others.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Medical Assistant/ UNC Senior Center/Dr. Leroy Darkes

Advance Community Health - Raleigh, NC
December 2017 to April 2019

I gather patient information, take vitals, authorize orders per doctor and medications. Provide patient care as needed. Send referrals, fax and file documents. Prep for patient visits, huddle before the day starts. Greet patients with a big smile to ensure a great encounter.

Medical Assistant Externship

Vistar Medical Clinic - Raleigh, NC
August 2017 to October 2017

Gathered patient information. Scheduled appointments for office visits and referrals. Prepared procedure papers. Measured and recorded patient's vital signs. Collected specimens for lab work. Provided patient care as needed. Handled incoming and outgoing correspondence. Prepared treatment rooms for patient examinations, keeping the rooms sanitary, neat and clean. Worked with Opioid Dependent patients. Assisted physician with annual physical examinations.

Call Center Agent, Insurance Policy Processing Clerk and Customer Service Representative

Education

Diploma in Medical Assisting

Gwinnett College - Raleigh, NC

October 2016 to October 2017

Skills

- Draw blood
- Scheduling appointments
- Preparing examination room
- Taking vitals
- Recording patient medical history
- Advocating for patients with insurance companies
- Arranging referrals
- Arranging/refilling prescriptions
- Assisting with minor office exams and surgeries
- Faxing paperwork
- Giving Immunizations

Certifications/Licenses

CPR/AED

June 2017 to June 2019

Human Resource Development

June 2015 to Present

Certified Medical Assistant

October 2017 to Present