

Trisha Webb

Back Office Medical Assistant

Newport Beach, CA

bashlorette3233@gmail.com

+1 760 443 6107

Clinical trainer/ lead

Cosmetic lead

EMA - trained over 3 years

Mohs trained -2 years

Willing to relocate: Anywhere

Authorized to work in the US for any employer

Work Experience

Certified Medical Assistant

U.S. Dermatology Partners - Leawood, KS

June 2022 to November 2022

Mohs trained. Mohs assistant. General Derm clinics. CDT certified.

Certified Medical Assistant

Vitalogy Skincare - San Marcos, TX

March 2021 to June 2022

Clinical lead/ trainer

Cosmetic lead

EMA- over 3 years

Mohs trained - 2 years

Referral coordinator

Medical Assistant, Back office manager, Referral Coordinator

West Coast Surgical Specialists & So Cal Vein & Aesthetics - Murrieta, CA

March 2012 to March 2021

Murrieta, CA - Medical Assistant, Back office manager, Referral Coordinator

- Assist in office procedures. Order Supplies. Payroll. Surgery Scheduling.
- Submit/ Receive Referrals, answer/ return phone calls, Pt Triage, highly vascular trained.

Back Office Medical Assistant

Dermatology Specialists - Murrieta, CA

September 2018 to October 2020

Duties: rooming patients, scribing, procedure assistant, UVB trained, PDT trained, patch testing.

Front Desk Manager

Crazy Mullets Inc - Lakewood, OH

November 2016 to July 2017

Answering phones, Scheduling Clients, Payroll.

● Laundry, Emails to Client and Corporate, Open and close duties, Bank drops.

Back Office Medical Assistant

The Cleveland Clinic - Cleveland, OH

November 2016 to July 2017

Pt Triage, Pt clinic, vitals

● Referrals, Pt seminars, Team A building Skills

Education

Associates in Medical

Everest College

August 2011

Diploma

Elsinore High School

June 2002

Skills

- PAYROLL (5 years)
- CPR (Less than 1 year)
- EXCEL (Less than 1 year)
- MICROSOFT OFFICE (Less than 1 year)
- MS OFFICE (Less than 1 year)
- EMR (10+ years)
- Front Desk
- Front Office
- Botox Experience (2 years)
- Experience Administering Injections (10+ years)
- Insurance Verification
- Triage
- Vital Signs (10+ years)
- Patient Care
- Phlebotomy
- Venipuncture
- Laboratory Experience
- Medical Imaging
- Medical Office Experience
- Anatomy Knowledge

Certifications and Licenses

CPR Certification

BLS Certification

Certified Medical Assistant

Additional Information

Skills

65 WPS, Microsoft Office & Excel, Payroll, Prognosis, EMA, MOHS, CPR, BLS. Trained in Angiodynamics, Doterra, Cutera & Botox.