

Victor A Vazquez

Registered Medical Assistant

Chicago, IL 60659

victoravazquez@netzero.net

+1 773 816 2880

Advanced level Registered Medical Assistant (RMA) by the American Medical Technologists (AMT) with over 19 years of proven experience in Clinical and Medical Administration. Certified Spanish interpreter for Medical, Legal and Education.

- Procedure Assistance
- Patient Education
- EMR/Office Administration
- Diagnostic Testing
- Injections/Phlebotomy
- CPT/ICD Codes & Insurance

Authorized to work in the US for any employer

Work Experience

Certified Medical Assistant

Midwest Refuah Health Center-Chicago, IL

April 2023 to Present

- Participates in daily care team huddle to perform pre-visit planning to identify work flow and lab work based on patient diagnosis and preventative care screenings.
- Prepares patients for examination and treatment, including taking histories and vital signs.
- Conducts comprehensive, preventative screenings for patients and/or assists all support staff in daily patient interactions as needed.
- Performs screening procedures as indicated.
- Follows standing order procedures as indicated by practice.
- Prepares exam and treatment rooms with necessary instruments; and maintains supplies and equipment for treatments, including cleaning of exam rooms.
- Performs a variety of routine blood drawing procedures to include venipuncture, techniques using standard equipment to include vacutainer tubes and sleeves, tourniquets, syringes and butterfly needles.
- Assists providers in preparing for minor procedures and wellness visits.
- Assists with diagnostic tests, POCT and referrals.
- Draws and process blood, finger sticks and venous collections; centrifuges, labels and stores blood samples for subsequent analysis by Clinical Laboratory staff.
- Administers prescribed medications including routine immunizations, therapeutic injections and inhalation medications via nebulizer under the direction of a provider.

- Assists in maintaining compliance with quality assurance standards, including CLIA.
- Documents in vaccine, laboratory and medication inventory logs, logs refrigerator and freezer temps as required.
- Performs various quality control procedures to maintain compliance with internal and external regulations.
- Participates in Patient Centered Medical Home team meetings as needed and quality improvement initiatives.
- Maintains inventory of supplies and informs designated person of needed supplies.
- Active participation in teaching and supervising new medical assistants and medical assistant students.
- Performed functions to participate in recruitment of other medical assistants, staff training, employee relationships, team development.
- Remains current on all required training for current year. Utilizes higher education, seminars, professional publications, and hospital in services to remain current in profession.

Registered Medical Assistant

Mt. Sinai Health System Surgery Department-Chicago, IL
June 2021 to December 2022

Senior Medical Assistant supporting Endocrinology/Surgery Department discovering new ways to teach and facilitate care for patients with chronic illness. Very rewarding setting to work as proper treatments were applied and witnessing recuperation and healing of symptoms associated with DM. In December 2021 got promoted to work as a Clinical Medical Assistant in Surgery Department, supporting surgery OPS meeting patients at registration office, preparing them and taking vital signs, giving instructions. This part was performed as a part of a dual roll as a Community Health Worker.

Registered Medical Assistant

Swedish Covenant Hospital-Chicago, IL
October 2018 to May 2021

Senior Registered Medical Assistant with 15 years of experience in the field, worked for major Hospitals, always looking to improve and find new challenges.

Supporting Immediate Care Clinics of Swedish Covenant Hospital, providing assistance in the care of chronic and emergency illnesses. Self starter, confident, a problem solver, multitasker and hablo Español fluently.

As for March 2020:

COVID EH Assistant Job Description

Job Title: COVID Employee Health Assistant MA

Re-deployed Department/Area: COVID Employee Health

Supports: Employee Health

JOB SUMMARY

Essential Functions

1. Understand general process of employee COVID testing, and stay current with rapidly changing guidelines and procedures

2. Assist COVID Employee Health Clinicians with data entry into eClinical Works (e Cw)
3. Answer employee phone calls and collect appropriate information for call-back when hotline volume is high
4. Facilitate scheduling employees for COVID testing, including employee registration in e Cw, managing GLC testing facility schedule, and ordering COVID and Strep labs + Rapid Flu
5. Assist with daily data collection and computation for COVID Employee Health Hotline, including call volume/type data, employee retesting data, and department-specific infection rate data
6. Assist GLC drive-through COVID testing facility staff with Strep testing procedures and Rapid Flu testing procedures
7. Call employees enrolled in Active Monitoring program and document as appropriate
8. Clean high-utilization areas of department (e.g. door handles, light switches) at beginning and end of work day, and at least every 3 hours throughout the day.
9. Perform Community COVID (-) test result callbacks and document accordingly in e Cw
10. Perform Contact Tracing for COVID (+) hospital admissions and for COVID (+) employees
11. Manage and update spreadsheets for Active Monitoring and Contact Tracing

Start of shift instructions: Report to start of shift meeting/huddle at Employee Health Department. Clean work station. Begin taking employee calls and other tasks as assigned.

End of shift instructions: Report out to Dr. Maxouris or MD/APP shift leader. Clean work station.

INTERNAL AND EXTERNAL CONTACTS

- Frequent contact with employees, physicians, and other healthcare professionals.

ENVIRONMENT

- Primary body position: Sitting = 75%, Standing/Walking = 25%
- Lifting requirements up to 0 lbs. occasionally or frequently
- Exposure to noise, stress and many interruptions.
- Potential for exposure to chemicals, blood and bodily fluids: minimal
- Potential exposure to airborne diseases. The same as for any individual working in a hospital environment that is dependent on a ceiling ventilation system for in flow and out flow of air.

Certified Medical Assistant

Presence Medical Group-Chicago, IL

July 2017 to September 2018

- Supporting Family Medicine clinic with numerous providers in multiple locations.
- Greet and escorts patients to exam rooms, and take/record vital signs, update medical histories/EMR.
- Prepare patients and assist doctors with various exams and procedures related to general conditions like Diabetes, Hypertension, Cancer, ENT, and viral screenings.
- Performed phlebotomy for patients requiring blood work tests.
- Provided educational information for patients with diabetic and endocrinology issues.
- Performed immunizations and physical test requiring vision and ear care.

- Removed sutures/staples, cleaned/treated wounds, changed dressings and educated patients on wound care.
- Answered/made calls, fielded patient inquiries, and performed phone triage.
- Contacted patients for certain test results, provided patient education on designated issues.
- Processed prescriptions/refills, pre-authorizations for certain tests/procedures.
- Stocked exam rooms, sterilized equipment/instruments and tracked/ordered supplies.

Certified Medical Assistant

Northwestern Medicine-Chicago, IL

October 2012 to June 2017

- Supported Dermatology & Cardiology clinic groups with forty providers in multiple locations.
- Greeted patients, escorted to exam rooms, took/recorded vitals, updated medical histories/EMR.
- Prepared patients and assisted doctors with various exams and procedures related to skin conditions like Acne, Rosacea, Eczema, and Melanoma skin cancer screenings.
- Assisted with punch or shave biopsies, excision of moles, skin tag removal and Botox procedures.
- Performed phlebotomy for patients under treatment of Spironolactone and/or Accutane.
- Provided post care instructions for Botox procedures, mole and minor tumor excisions.
- Performed placing of EKG, Holter and Event monitors.
- Removed sutures/staples, cleaned/treated wounds, changed dressings and educated patients on wound care.
- Answered/made calls, fielded patient inquiries, and performed phone triage.
- Contacted patients for certain test results, provided patient education on designated issues.
- Processed prescriptions/refills, pre-authorizations for certain tests/procedures.
- Stocked exam rooms, sterilized equipment/instruments and tracked/ordered supplies.

Dermatology, Neurology, Neurosurgery, Pain Management and Physiatry Medicine

Northshore University Health System

March 2005 to August 2012

Certified Medical Assistant

- Supported multispecialty practice with a team of fifteen providers.
- Greeted patients, escorted to exam rooms, took/recorded vitals, updated medical histories on EMR.
- Prepared patients and assisted doctors for room exams and procedures.
- Assisted physicians on procedures, sterile tray setup, incision assistance, notations, monitored equipment.
- Educated patients on medication intake, Pre and Post surgeries, rehabilitation plans.
- Collected images and prepared them for close view of CT Scans, MRI, MRA and X-Rays.
- Assisted in the preparation and patient education for diagnostic testing such as EEG, EMG, Angiography and Cerebrospinal fluid.
- Answered/made calls, fielded inquiries, performed phone triage.

- Contacted patients for certain test results, provided patient education on designated issues.
- Verified insurance, processed pre-authorizations for tests/procedures, prescriptions/refills.
- Stocked exam rooms, sterilized equipment/instruments and tracked/ordered supplies.

COMPUTER SYSTEMS

Medical: EpicCare, NextGen EMR, eCW

Office: Word, Excel, Outlook, PowerPoint

Education

Certification in Clinical Terminology for International and US

University of Pittsburgh - Pittsburgh, PA

February 2018

Certificate in Medical Assistant

Lincoln College of Technology - Melrose Park, IL

2005

Skills

- Bilingual
- Medical Terminology
- EMR
- Patient Care
- Vital Signs
- EKG
- Epic
- Injections
- Microsoft Word
- CPR Certified
- EHR
- Phlebotomy
- Medical Records
- Filing
- Venipuncture
- ICD-10
- Botox Experience
- Medication administration
- English
- Customer service
- Computer skills

- EMR systems
- Retail sales
- Spanish
- EMT experience
- Communication skills
- Computer literacy
- Organizational skills
- Vital signs
- Blood sampling
- Time management
- Microsoft Office
- Phone etiquette
- Data entry

Certifications and Licenses

Registered Medical Assistant (RMA)

Present

Certified Medical Assistant (CMA)

CPR Certification

BLS Certification

Forklift Certification

CCMA Certification

Assessments

Medical terminology — Proficient

November 2021

Understanding and using medical terminology

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

Additional Information

American Medical Technologists AMT