

Leilani Lawson

Certified Medical Assistant, Primary Care

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STRENGTHS

- 👤 **Patient Rooming**
Prepared rooms, confirmed visit needs, and collected vital signs so physicians received organized information.
- ♥️ **Clinical Documentation**
Kept histories, medications, orders, and visit details current. Accurate records supported smoother follow up.
- ♥️ **Patient Comfort**
Explained visit steps and provided chaperone support. Patients received calm guidance during examinations.
- ➦ **Care Coordination**
Tracked referrals, testing, and treatment schedules. Clear follow through reduced missed handoffs.
- 🏥 **Clinical Support**
Performed phlebotomy and supported immunizations through careful identification and infection prevention practices.

SKILLS

Primary Care Medical Assisting

Patient Rooming Vital Signs

Medical Documentation

Patient Chaperoning

Diagnostic Scheduling

Treatment Coordination

Prescription Requests Referrals

Phlebotomy Immunization Support

Clinical Care Patient Care BLS

SUMMARY

Certified **Medical Assistant** with four years of patient care experience across primary care and **physician office** settings. Supports physicians through patient rooming, vital sign collection, examination preparation, chaperone support, immunization workflows, phlebotomy, and accurate clinical documentation. Coordinates referrals, diagnostic testing schedules, treatment follow up, and prescription requests through established office procedures. Communicates clearly with patients and care teams, helping visits stay organized during busy weekday clinic operations. Current AHA **Basic Life Support** certification, AAMA **Certified Medical Assistant** credential, medical assisting diploma, and Florida driver's license support safe ambulatory care. Brings steady attention to patient comfort, privacy, infection prevention, record accuracy, and continuity of care across routine and follow up visits.

EXPERIENCE

Certified Medical Assistant, Primary Care

Seaside Family Medicine 📅 October 2024 - Present 📍 St. Augustine, FL

Support **back office** primary care operations for physicians and patients, managing room preparation, clinical records, testing coordination, prescription workflows, phlebotomy, immunization support, and patient flow.

- Prepared examination rooms and recorded vital signs for **primary care** visits.
- Updated histories, medications, **vital signs**, and **clinical records** before provider encounters.
- Coordinated **diagnostic testing**, referrals, and follow up care through physician directed workflows.
- Processed prescription renewal requests and routed clinical exceptions for provider review.
- Performed phlebotomy and supported immunizations with identification and infection prevention practices.
- Provided chaperone support and explained visit flow, helping **patients** feel comfortable during examinations.

Medical Assistant, Primary Care

Riverbend Primary Care Associates 📅 October 2022 - September 2024 📍 Jacksonville, FL

Supported a multi provider **physician office** through **patient care**, examination preparation, documentation, referral tracking, diagnostic scheduling, prescription coordination, immunization support, and daily clinic operations.

- Roomed **patients** and collected **vital signs** for routine, preventive, and follow up appointments.
- Confirmed appointment information and communicated patient concerns to physicians and care staff.
- Tracked diagnostic orders, **referrals**, and treatment schedules for reliable handoffs.
- Routed **prescription requests** with complete medication details for efficient provider decisions.
- Collected blood samples under supervision and documented immunization visit tasks.
- Coordinated with providers and administrative staff during high volume clinic days.

PROJECTS

Primary Care Visit Flow Improvement 📅 2024

Mapped rooming, documentation, referral, and prescription steps during medical assisting work. Improved handoff clarity through complete visit information and consistent follow up tracking.

Ambulatory Care Skills Portfolio 📅 2022

Applied medical assisting coursework in patient care, phlebotomy, immunization support, clinical documentation, and physician office administration through supervised training.

LANGUAGES

English	Native
Spanish	Intermediate

MY CAREER



- Certified Medical Assistant, Primary Care at Seaside Family Medicine (1.9 Years)
- Medical Assistant, Primary Care at Riverbend Primary Care Associates (1.9 Years)

LEADERSHIP & AWARDS

- AAMA Certified Medical Assistant credential earned in 2023.
- AHA Basic Life Support certification maintained through 2026.
- Recognized by primary care teams for attentive patient service and dependable clinical documentation.

EDUCATION

Medical Assisting Diploma
First Coast Technical College 🎓 GPA: 4.0 📅 2022 📍 St. Augustine, FL
***Coursework:** Patient care, medical office administration, clinical documentation, phlebotomy*

CERTIFICATIONS

- Basic Life Support, AHA 📅 2026
- Certified Medical Assistant, AAMA 📅 2023
- Florida Driver's License 📅 2026

TECHNICAL SKILLS

- **Patient Care:** Patient rooming, vital signs, examination preparation
- **Clinical Records:** Medical documentation, patient histories, medication updates
- **Care Coordination:** Referrals, treatment scheduling, follow up tracking
- **Diagnostic Services:** Diagnostic testing, order tracking, appointment scheduling
- **Medication Support:** Prescription requests, renewal routing, medication review
- **Clinical Procedures:** Phlebotomy, blood collection, immunization support
- **Safety Practices:** Infection prevention, patient identification, clinical safety
- **Patient Support:** Chaperone support, visit communication, patient comfort
- **Office Operations:** Back office workflow, patient flow, physician office support
- **Certifications:** AHA BLS, AAMA CMA, Florida driver's license

PROFESSIONAL AFFILIATIONS

- American Association of Medical Assistants credential holder.
- American Heart Association Basic Life Support certified.

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST