

Deanna Cousert

COVID Compliance Officer/Certified Medical Assistant (AAMA)

Savannah, GA 31405

kingcousert75@gmail.com

912 963 8528

Reliable employee seeking COVID Compliance Officer position. Offering excellent communication and good judgment. Enthusiastic COVID Compliance Officer eager to contribute to team success through challenging work, attention to detail and excellent organizational skills. Clear understanding of Zone Testing and training in the Film Industry. Motivated to learn, grow, and excel in the film industry. Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.

Authorized to work in the US for any employer

Work Experience

Health & Safety Officer COVID Nurse - Certified Medical Assistant

Entertainment Partners APPLETV+

February 2022 - July 2022

- Covid Testing Lead, COVID testing for film/TV series per CDC protocol
- Sanitized, restocked, and organized work areas and medical equipment.
- Communicated clearly and effectively with cast and crew to verify information, determine purpose of test, and record testing history.
- Continually improved knowledge, skills and performance based on feedback and self-identified professional developmental needs.
- Identified process improvements in day-to-day functioning of department.
- Provided expertise for clinical support and services.
- Administered job knowledge assessments and competency testing for certification-level training.
- Supervised staff to coordinate needs assessments.
- Maintained mailing lists and subscriptions to facilitate program functions.
- Trained unfamiliar staff with testing protocols

PRN Ambassador - Certified Medical Assistant

Marathon Health - Statesboro, GA

January 2022 to Present

PRN certified medical assistant for local health clinics in Statesboro, GA for Briggs & Stratton Health and Wellness Center and Savannah, GA Chatham County Employee Health and Wellness Center. Doing both front office and back-office work, clinical vitals, triage, and support (examples)

- Sanitized, restocked, and organized exam rooms and medical equipment.
- Communicated clearly and effectively with patients to verify information, determine purpose of visit, and record medical history.
- Called and faxed pharmacies to submit prescriptions and refills.
- Conducted preliminary patient evaluations measuring weight, temperature, and blood pressure.
- Documented vital signs and health history for patients in clinic and hospital environments.

- Collected and documented patient medical information such as blood pressure and weight.
- Kept medical supplies in sufficient stock by monitoring levels and submitting replenishment orders before depleted.
- Enhanced patient outcomes by providing knowledgeable education on procedures, medications, and other physician instructions.
- Educated patients by providing medication and diet information and clarifying physicians' orders, answering questions thoroughly.
- Performed or scheduled preventive maintenance on equipment to promote longevity of use, troubleshooting technical issues and coordinating repairs.

Certified Medical Assistant/COVID Tester/Biometric Screener

US Wellness - Savannah, GA

October 2021 to Present

- Covid Testing Lead, COVID testing for film/TV series per CDC protocol
- Sanitized, restocked, and organized exam rooms and medical equipment.
- Communicated clearly and effectively with patients to verify information, determine purpose of visit, and record medical history.
- Called and faxed pharmacies to submit prescriptions and refills.
- Conducted preliminary patient evaluations measuring weight, temperature, and blood pressure.
- Documented vital signs and health history for patients in clinic and hospital environments.
- Collected and documented patient medical information such as blood pressure and weight.
- Kept medical supplies in sufficient stock by monitoring levels and submitting replenishment orders before depleted.
- Enhanced patient outcomes by providing knowledgeable education on procedures, medications, and other physician instructions.
- Educated patients by providing medication and diet information and clarifying physicians' orders, answering questions thoroughly.
- Performed or scheduled preventive maintenance on equipment to promote longevity of use, troubleshooting technical issues and coordinating repairs.
- Explained procedures to patients to reduce anxieties and increase patient cooperation.
- Maintained detailed records of test results by entering data and patient information into computer.
- Oriented and trained unfamiliar staff on proper procedures and policies.
- Measured patient pulse oximetry.
- Updated inventory, expiration and vaccine logs to maintain current tracking documentation.
- Prepared lab specimens for diagnostic evaluation.
- Promoted office efficiency, coordinating charts, completing insurance forms, and helping patients with diverse needs.
- Arranged surgeries with surgical center, confirming times with patients and preparing admission and consent forms.
- Measured patient spirometry.
- Followed appropriate procedures to minimize patient's exposure to radiation.
- Conducted monthly and quarterly inventory of supplies using facility cost reporting records.
- Implemented care and efficiency improvements to support and enhance office operations.
- technical issues and coordinating repairs.

COVID-19 Support Staff

NBC Universal - Savannah, GA

August 2021 to September 2021

- Covid Support Team on filming crew for a new Hulu series.
- Communicated clearly and effectively with patients to verify information, determine purpose of visit.
- Called and faxed Lab to submit specimen orders and final number of specimens dropped off for the day.
- Conducted preliminary patient evaluations getting them registered in Carbon.
- Documented Lab orders for test performed PCR, Accula, Luceria in Carbon and Excel environments.
- Directed crew and cast to available window or trailer rooms, fielded questions, prepared, and administered required Test.
- Kept medical supplies in sufficient stock by monitoring levels and submitting replenishment orders before depleted.
- Assisted with routine checks and diagnostic testing by collecting and processing specimens.
- Taught patients about procedures and care plan instructions if Positive result.
- Educated patients by providing medication and diet information and clarifying physicians' orders, answering questions thoroughly.
- Supported duties for diagnostic and technical treatment procedures, such as setting up and operating special medical equipment and apparatus.

Concierge/COVID Tester – Certified Medical Assistant

To Dream A Life - PPODS - Savannah, GA

March 2021 to August 2021

- Testing Lead, COVID testing for film/TV series per CDC protocol
- COVID-19, Covid Support Team on filming crew for a new Hulu series.
- Communicated with clients on behalf of staff to relay messages and information.
- Assisted employees with making copies, sending faxes, and filing paperwork.
- Attended training sessions to stay updated on procedures and services.
- Closed business daily by organizing front office, shutting down equipment, turning off lights and locking doors.
- Opened office by unlocking doors, turning on lights and setting up facility for business.
- Greeted and checked in guests at front desk for appointments.
- Completed simple maintenance tasks for facility upkeep.
- Answered telephone and assisted callers by providing information or directing to appropriate employee.
- Aided customers completing paperwork by explaining instructions and requirements.
- Updated tracking system with [Type] information for program.
- Built and maintained excellent customer relationships through timely response to inquiries and going beyond to accommodate unusual requests.
- Continually sought methods for improving daily operations, communications with clients, recordkeeping, and data entry for increased efficiency.
- Managed filing system, entered data and completed other clerical tasks.
- Maintained clean reception area to promote positive, professional environment for clients.
- Created and implemented standard operating procedures for records handling.
- Answered and managed incoming and outgoing calls while recording accurate messages for distribution to office staff.

- Created and maintained detailed administrative processes and procedures to drive efficiency and accuracy.
- Maintained daily reports and advised executive leaders in decision-making processes.
- Liaised between clients and vendors and maintained effective lines of communication.
- Recorded new hires, transfers, terminations, changes in job classifications and merit increases to main human resources files.

Independent Contractor/COVID Tester – Certified Medical Assistant

TACKL - Savannah, GA

September 2020 to March 2021

- COVID-19 testing Rapid PCR, PCR, Rapid Antigen, Rapid Antibody tests for individuals, film crews, restaurant personal, Nursing Communities and schools.
- Data entry
- Work path scheduling
- scheduling for remote independent contractors in TX,
- Scheduling for Independent Contractors in Savannah, GA,
- Spreadsheets for test sites and dates done,
- Lab Requisitions,
- Biolab by Medi Rapid Antigen and antibody at mobile site.
- Inventory for off-site testing and Independent Contractors

Certified Medical Assistant (AAMA)/ Temporary Employee

Verti System Inc - Savannah, GA

October 2019 to April 2020

- Front desk
- answering phones scheduling appointments for physicals, health coaching or same day appointments.
- Lab draws
- lab orders
- office supplies and lab supplies orders.
- Sending Referrals to proper offices per FNP request.
- Biometric labs and blood pressure clinics

Certified Medical Assistant (AAMA)

Pediatric Associates of Savannah - Savannah, GA

October 2015 to August 2019

- Welcome patients by greeting them in person or on the telephone
- Verify patient information by interviewing patient, recording medical history, confirming purpose of visit
- Prepare patients for the health care visit by directing and/or accompanying them to the examining room
- Perform preliminary physical tests; take blood pressure, weight, and temperature; report patient history summary
- Secure patient information and maintain patient confidence by completing and safeguarding medical records; keeping patient information confidential; Maintain patient confidence and protect operations by keeping patient care information confidential
- Keep supplies ready by inventorying stock, placing orders, verifying receipt

- Update job knowledge by participating in educational opportunities and reading professional publications
- Complete records by recording patient examination, treatment, and test result

Certified Medical Assistant (AAMA)

Wisconsin Heart Group - Brookfield, WI

April 2012 to October 2015

- Welcome patients by greeting them in person or on the telephone
- Verify patient information by interviewing patient, recording medical history, confirming purpose of visit
- Prepare patients for the health care visit by directing and/or accompanying them to the examining room
- Perform preliminary physical tests; take blood pressure, weight, and temperature; report patient history summary
- Secure patient information and maintain patient confidence by completing and safeguarding medical records; keeping patient information confidential; Maintain patient confidence and protect operations by keeping patient care information confidential
- Keep supplies ready by inventorying stock, placing orders, verifying receipt
- Update job knowledge by participating in educational opportunities and reading professional publications
- Complete records by recording patient examination, treatment, and test results.

Education

Associate in Associates in Applied Science Medical Assisting

Bryant & Stratton College - Wauwatosa, WI

May 2010 to May 2012

Nursing Assistant Certification

Waukesha County Technical College (WCTC)- Pewaukee, WI

February 2002 to April 2002

Certifications

BLS for Healthcare Providers AED/CPR Certification

January 2022 to January 2023

American Association of Medical Assistants

CMA (AAMA) Certified Phlebotomy Technician

August 2020 to August 2025

Certificate No. 2443402 Expires 08/31/2025