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| **EMPLOYMENT HISTORY** |
| **Student Medical Assistant**  2019 – Present Front Desk San Diego, CA   * Communicated with other offices, hospitals and surgery centers to schedule patient care. * Provided patient care to different origin patients who could not communicate in English.   **Student Medical Assistant-Externship**  2017 – 2019 Front Desk San Diego, CA   * Answer incoming telephone calls with professionalism, assist callers, record messages. * Communicated with other offices, hospitals and surgery centers to schedule patient care. * Front desk procedures included Greeting patients. * Maintain medical records, electronic records, or correspondence files.   **Hospital Medical Assistant**  2007 – 2017 Charter Schools USA Albuquerque, NM   * Answer multi phone lines, order medical supplies, clean exam rooms after each use. * Review and follow up on Medicare, Medicaid and third-party billing regarding denials. * Handled inbound emergency roadside requests. * Maintained medical records, accident and injury reports. |
| **EDUCATION** |
| **Some College Courses Medical Assisting Services**  2007 - 2007  Pima Medical Institute Albuquerque, NM |
| **SKILLS** |
| |  |  | | --- | --- | | 1. RMA | 1. EKG | | 1. Surgical Procedures | 1. Osha | | 1. Edit Documents | 1. Clia | | 1. CPR | 1. Patient Care | | 1. Blood Pressure | 1. Regulatory Documents | |